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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 012 431). Others are available from the source identified in the abstract. (CD)

ED0 45853

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

FALL 1970

ERIC
CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT012408

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Comprehensive and Vocational Education Research, U. S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;
2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;
3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;
4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;
5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and inservice education program;
6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U. S. OFFICE OF EDUCATION.

ED0 45853

Abstracts of
Instructional Materials
in
Vocational and Technical Education

FALL 1970

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Abstracts of Instructional Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscriptions are $11.00, one year; $18.00, two years; and $27.00, three years. Send order to ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

- A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.
- A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.
- Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.
- A source of bibliographies and a resource for development of bibliographies.
- A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page x immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Subject and Identifier Index
Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 022 064	AIM-ARM Annual Index 1967-68	MF - $ .50	or	HC - $ 6.30
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45
ED 030 769	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.70
ED 032 433	Summer 1969 AIM	MF - $ .75	or	HC - $ 8.30
ED 036 652	AIM-ARM Annual Index 1968-69	MF - $ .50	or	HC - $ 5.80
ED 034 075	Fall 1969 AIM	MF - $ .75	or	HC - $ 8.90
ED 037 584	Winter 1969 AIM	MF - $ .75	or	HC - $ 8.50
ED 041 159	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.40
ED (See Jan. '71 RIE)	Summer 1970 AIM	MF - $ .75	or	HC - $ 8.60
ED (See Jan. '71 RIE)	AIM-ARM Annual Index 1969-70	MF - $ .75	or	HC - $ 6.80

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

AIM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50
Winter 1968	ED 028 305	$41.00
Spring 1969	ED 030 770	$58.00
Summer 1969	ED 032 434	$86.00
Fall 1969	ED 034 074	$70.00
Winter 1969	ED 037 585	$58.75
Spring 1970	ED 041 177	$48.25
Summer 1970	ED (See Jan. '71 RIE)	$52.75

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Clearinghouse.

Abbreviations

AIM	Abstracts of Instructional Materials in Vocational and Technical Education
ARM	Abstracts of Research and Related Materials in Vocational and Technical Education
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
MP	Manpower
RIE	Research in Education
VT	Vocational-Technical

SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

Total number of printed pages in the report, including cover and appendices.

Identifier, if any--acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079   ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field...............An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears with reference to an RIE issue (See Nov. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume.	

Summer 1970 AIM EDRS Price Lines

The price lines were omitted from AIM Summer 1970. The following list includes the VT numbers and corresponding price lines of all documents in AIM Summer 1970, arranged by abstract section in the same order as they appeared in the issue.

AGRICULTURAL EDUCATION SECTION

VT 000 275	MF AVAILABLE IN VT-ERIC SET
VT 000 277	MF AVAILABLE IN VT-ERIC SET
VT 000 279	MF AVAILABLE IN VT-ERIC SET
VT 000 280	MF AVAILABLE IN VT-ERIC SET
VT 000 281	MF AVAILABLE IN VT-ERIC SET
VT 000 367	MF AVAILABLE IN VT-ERIC SET
VT 000 368	MF AVAILABLE IN VT-ERIC SET
VT 000 528	MF AVAILABLE IN VT-ERIC SET
VT 000 544	MF AVAILABLE IN VT-ERIC SET
VT 001 432	MF AVAILABLE IN VT-ERIC SET
VT 002 386	MF AVAILABLE IN VT-ERIC SET
VT 004 558	MF AVAILABLE IN VT-ERIC SET
VT 005 831	MF AVAILABLE IN VT-ERIC SET
VT 007 182	EDRS PRICE for ED 037 521 MF-$1.00 HC-$11.10
VT 007 878	EDRS PRICE for ED 028 268 MF-$0.75 HC-NOT AVAILABLE FROM EDRS
VT 009 665	MF AVAILABLE IN VT-ERIC SET
VT 009 666	MF AVAILABLE IN VT-ERIC SET
VT 009 712	MF AVAILABLE IN VT-ERIC SET
VT 009 713	MF AVAILABLE IN VT-ERIC SET
VT 009 714	MF AVAILABLE IN VT-ERIC SET
VT 009 715	MF AVAILABLE IN VT-ERIC SET

VT 009 716	MF AVAILABLE IN VT-ERIC SET
VT 009 773	MF AVAILABLE IN VT-ERIC SET
VT 010 167	MF AVAILABLE IN VT-ERIC SET
VT 010 229	MF AVAILABLE IN VT-ERIC SET
VT 010 231	MF AVAILABLE IN VT-ERIC SET
VT 010 249	MF AVAILABLE IN VT-ERIC SET
VT 010 250	MF AVAILABLE IN VT-ERIC SET
VT 010 252	MF AVAILABLE IN VT-ERIC SET
VT 010 426	DOCUMENT NOT AVAILABLE FROM EDRS
VT 010 488	MF AVAILABLE IN VT-ERIC SET
VT 010 506	EDRS PRICE for ED 038 506 MF-$1.00 HC-$11.00
VT 010 509	EDRS PRICE for ED 038 507 MF-$0.25 HC-$1.55
VT 010 540	MF AVAILABLE IN VT-ERIC SET
VT 010 599	MF AVAILABLE IN VT-ERIC SET
VT 010 689	MF AVAILABLE IN VT-ERIC SET
VT 010 691	MF AVAILABLE IN VT-ERIC SET
VT 010 715	MF AVAILABLE IN VT-ERIC SET
VT 010 725	MF AVAILABLE IN VT-ERIC SET
VT 010 727	MF AVAILABLE IN VT-ERIC SET
VT 010 729	MF AVAILABLE IN VT-ERIC SET
VT 010 730	MF AVAILABLE IN VT-ERIC SET
VT 010 879	EDRS PRICE for ED 038 538 MF-$1.00 HC-$12.40
VT 010 880	EDRS PRICE for ED 038 539 MF-$1.00 HC-$10.20

BUSINESS AND OFFICE EDUCATION SECTION

VT 001 087	MF AVAILABLE IN VT-ERIC SET

VT 001 315	MF AVAILABLE IN VT-ERIC SET
VT 009 965	MF AVAILABLE IN VT-ERIC SET
VT 010 207	MF AVAILABLE IN VT-ERIC SET
VT 010 208	MF AVAILABLE IN VT-ERIC SET
VT 010 266	MF AVAILABLE IN VT-ERIC SET
VT 010 558	EDRS PRICE for ED 037 566 MF-$0.50 HC-$4.15
VT 010 600	MF AVAILABLE IN VT-ERIC SET

DISTRIBUTIVE EDUCATION SECTION

VT 000 049	DOCUMENT NOT AVAILABLE FROM EDRS
VT 000 135	DOCUMENT NOT AVAILABLE FROM EDRS
VT 008 445	MF AVAILABLE IN VT-ERIC SET
VT 009 852	MF AVAILABLE IN VT-ERIC SET
VT 009 879	MF AVAILABLE IN VT-ERIC SET
VT 009 941	MF AVAILABLE IN VT-ERIC SET
VT 009 952	MF AVAILABLE IN VT-ERIC SET
VT 009 953	MF AVAILABLE IN VT-ERIC SET
VT 009 991	MF AVAILABLE IN VT-ERIC SET
VT 010 069	MF AVAILABLE IN VT-ERIC SET
VT 010 077	MF AVAILABLE IN VT-ERIC SET
VT 010 198	MF AVAILABLE IN VT-ERIC SET
VT 010 242	MF AVAILABLE IN VT-ERIC SET
VT 010 254	MF AVAILABLE IN VT-ERIC SET

HEALTH OCCUPATIONS EDUCATION SECTION

VT 002 592	MF AVAILABLE IN VT-ERIC SET
VT 002 597	MF AVAILABLE IN VT-ERIC SET

VT 002 598	MF AVAILABLE IN VT-ERIC SET
VT 008 294	DOCUMENT NOT AVAILABLE FROM EDRS
VT 008 295	DOCUMENT NOT AVAILABLE FROM EDRS
VT 009 485	DOCUMENT NOT AVAILABLE FROM EDRS
VT 010 074	MF AVAILABLE IN VT-ERIC SET
VT 010 511	MF AVAILABLE IN VT-ERIC SET
VT 010 553	MF AVAILABLE IN VT-ERIC SET
VT 010 581	MF AVAILABLE IN VT-ERIC SET
VT 010 589	MF AVAILABLE IN VT-ERIC SET
VT 010 687	MF AVAILABLE IN VT-ERIC SET

HOME ECONOMICS EDUCATION SECTION

VT 000 089	MF AVAILABLE IN VT-ERIC SET
VT 000 094	MF AVAILABLE IN VT-ERIC SET
VT 000 098	MF AVAILABLE IN VT-ERIC SET
VT 000 107	MF AVAILABLE IN VT-ERIC SET
VT 000 118	MF AVAILABLE IN VT-ERIC SET
VT 000 120	MF AVAILABLE IN VT-ERIC SET
VT 000 121	MF AVAILABLE IN VT-ERIC SET
VT 000 176	EDRS PRICE for ED 038 487 MF-$2.00 HC-$26.45
VT 000 339	MF AVAILABLE IN VT-ERIC SET
VT 000 352	MF AVAILABLE IN VT-ERIC SET
VT 000 386	MF AVAILABLE IN VT-ERIC SET
VT 000 387	MF AVAILABLE IN VT-ERIC SET
VT 000 389	MF AVAILABLE IN VT-ERIC SET
VT 000 445	MF AVAILABLE IN VT-ERIC SET
VT 000 446	MF AVAILABLE IN VT-ERIC SET

VT 000 447	MF AVAILABLE IN VT-ERIC SET
VT 000 875	MF AVAILABLE IN VT-ERIC SET
VT 000 888	MF AVAILABLE IN VT-ERIC SET
VT 000 889	MF AVAILABLE IN VT-ERIC SET
VT 000 891	MF AVAILABLE IN VT-ERIC SET
VT 000 892	MF AVAILABLE IN VT-ERIC SET
VT 000 893	MF AVAILABLE IN VT-ERIC SET
VT 001 646	MF AVAILABLE IN VT-ERIC SET
VT 001 896	MF AVAILABLE IN VT-ERIC SET
VT 002 062	MF AVAILABLE IN VT-ERIC SET
VT 002 455	EDRS PRICE for ED 019 448 MF-$0.25 HC-$1.45
VT 003 587	MF AVAILABLE IN VT-ERIC SET
VT 007 962	EDRS PRICE for ED 029 960 MF-$0.25 HC-$0.65
VT 008 200	MF AVAILABLE IN VT-ERIC SET
VT 008 286	MF AVAILABLE IN VT-ERIC SET
VT 008 371	MF AVAILABLE IN VT-ERIC SET
VT 009 332	DOCUMENT NOT AVAILABLE FROM EDRS
VT 009 525	DOCUMENT NOT AVAILABLE FROM EDRS
VT 009 943	MF AVAILABLE IN VT-ERIC SET
VT 009 958	EDRS PRICE for ED 037 527 MF-$1.25 HC-$16.95
VT 009 959	EDRS PRICE for ED 037 528 MF-$0.50 HC-$5.40
VT 009 960	EDRS PRICE for ED 037 529 MF-$1.25 HC-$13.75
VT 009 961	EDRS PRICE for ED 037 530 MF-$1.50 HC-$20.15

VT 009 962	EDRS PRICE for ED 037 531 MF-$1.50 HC-$17.70
VT 009 963	EDRS PRICE for ED 037 532 MF-$1.75 HC-$21.75
VT 009 964	EDRS PRICE for ED 037 533 MF-$2.00 HC-$24.30
VT 009 970	MF AVAILABLE IN VT-ERIC SET
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INDUSTRIAL ARTS EDUCATION SECTION

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TRADE AND INDUSTRIAL EDUCATION SECTION

VT 000 752	MF AVAILABLE IN VT-ERIC SET
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VT 004 150	MF AVAILABLE IN VT-ERIC SET
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GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

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TABLE OF CONTENTS

Page

PREFACE iii

INTRODUCTION. v

ABSTRACTS 1

- Agricultural Education Section. 1
- Business and Office Education Section 19
- Distributive Education Section. 27
- Health Occupations Education Section. 39
- Home Economics Education Section. 43
- Industrial Arts Education Section 47
- Trade and Industrial Education Section. 55
- General Vocational and Technical Education Section. 79

INDEXES 85

- Subject and Identifier Index. 85
- Personal and Institutional Author Index 115
- Document Number Index 127
- Conversion of Document Number Index 134

SOURCE LIST 136

AGRICULTURAL
EDUCATION
SECTION

VT 000 282
Burns, Van H., And Others
A Training Program for Vocational Agriculture in Wildlife and Recreation.

Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
Louisiana State Univ., Baton Rouge
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 146p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *WILDLIFE MANAGEMENT; *RECREATION; GRADE 11; GRADE 12; AGRICULTURAL PRODUCTION; AGRICULTURAL ENGINEERING

ABSTRACT - Prepared in a 6-week curriculum workshop to develop training programs for off-farm agricultural occupations, this curriculum guide is for use in planning and implementing 11th-and 12th-grade training programs in wildlife and recreation. The 520-hour course is divided into three general subject areas: applied agricultural mechanics, applied production agriculture, and applied business principles and procedures basic to wildlife and recreation. Some representative titles included in the 19 units under these three general headings are; (1) Small Engines and Equipment, (2) Maintenance and Operation of Tractors and Allied Equipment, (3) Tool Selection and Maintenance, (4) Irrigation Systems, (5) Insect, Disease, and Pest Control, (6) Game and Fish Management, (7) Care of Plants and Soils, (8) Ornamental Horticulture, (9) Wildlife and Recreation Communication, and (10) Human Relations. Each unit provides content, objective, competencies to be developed, student motivation, teaching outline and suggestions, student activities, references and teaching aids, and evaluation. (AW)

VT 000 378
Rawls, Byron F.
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 14p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; *FORESTRY OCCUPATIONS; SALES OCCUPATIONS; SERVICE OCCUPATIONS
IDENTIFIERS - ALABAMA

ABSTRACT - Prepared by a subject matter specialist, this course outline is designed to prepare advanced vocational agriculture students for employment in a forestry occupation. Teaching units, providing content, laboratory experiences, and references, are given for: (1) Orientation to Forest Occupations, (2) Supervised Practice Program, (3) Forestry in Alabama, (4) Forest Trees, (5) Protecting the Forest, (6) Measurements in Forestry, (7) Cuttings, (8) Reforestation, (9) Marketing Forest Products, (10) Multiple Use of Forests, (11) Agricultural Mechanics, and (12) Leadership. A list of suggested references is included. (AW)

VT 000 379
Rawls, Byron F.
Forestry Production Sales and Services (A Student Study Guide. Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar66 16p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; *FORESTRY OCCUPATIONS; *SALES OCCUPATIONS; SERVICE OCCUPATIONS; AGRICULTURAL PRODUCTION

ABSTRACT - Prepared by a subject matter specialist, this study guide is for use by students not enrolled in specialized courses of instruction in forestry. Contents include study questions, learning activities, and suggested references for the following topics: (1) Forestry in Alabama, (2) Forest Trees, (3) Protecting the Forest, (4) Measurements in Forestry, (5) Cutting, (6) Reforestation, (7) Marketing Forest Products, and (8) Multiple Use of Forests. (AW)

VT 000 380
Green, H.W.

A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 17p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES OCCUPATIONS; SERVICE OCCUPATIONS; SECONDARY GRADES

ABSTRACT - Prepared by a district supervisor of vocational agriculture, this curriculum guide is for use in conducting a specialized course in agricultural supplies, sales and services for advanced vocational agriculture students. Objectives of the course are to train students for future employment in the field, to aid students in developing the personality traits and abilities needed in agricultural sales and services, and to assist students in developing a sense of responsibility through leadership activities in The Future Farmers of America (FFA). Some of the topics covered, in outline form, are: (1) career opportunities, (2) leadership training (FFA), (3) operation and maintenance of small power tools and equipment, (4) shop skills needed for sales and service personnel, (5) home and farm electrification, (6) agricultural salesmanship, (7) agricultural business procedures, (8) livestock feeds, fertilizers, and crop, lawn, and garden seeds sales and service, and (9) agricultural chemicals sales and services. Lists of instructional materials and supplies are also provided. (AW)

VT 000 381
Green, H.W.
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar66 21p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES OCCUPATIONS; *SERVICE OCCUPATIONS; AGRICULTURAL SUPPLIES; EQUIPMENT; MARKETING; MERCHANDISING

ABSTRACT - This guide is intended primarily for use by vocational agriculture students interested in employment in the area of marketing and merchandising, agricultural supplies, equipment and services, but not enrolled in a special course of instruction in this field. Contents include questions to be answered, suggested learning experiences, and suggested references on the following: (1) Career Opportunities in Agricultural Supplies, Sales, and Services, (2) Relations between Persons Engaged in Agricultural Sales and Services, (3) Agricultural Salesmanship, (4) Organization and Functions of Agricultural Businesses, (5) Agricultural Business Procedure, (6) Feeds-Sales and Service, (7) Crop, Lawn and Garden Seeds - Sales and Service, (8) Agricultural Chemicals, and (9) Miscellaneous Agricultural Supplies and Small Equipment. The guide is also suitable for use as a supervised study guide by teachers and students is a special course in agricultural supply, sales, and service. (AW)

VT 000 382
Ornamental Horticulture for Vocational Agriculture in Alabama. (A Student Study Guide). Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Feb66 34p.

DESCRIPTORS - *STUDY GUIDES; *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *PLANT SCIENCE; PLANT IDENTIFICATION; PLANT PATHOLOGY; PLANT PROPAGATION; PLANT GROWTH
IDENTIFIERS - ALABAMA

ABSTRACT - Designed primarily for use by agriculture students interested in ornamental horticulture but not enrolled in a specialized course in this field, this study guide covers the following subjects: (1) occupational opportunities in ornamental horticulture, (2) identification of ornamental horticulture plants, (3) plant propagation, (4) uses of soil and other plant-growing media, (5) production of floral crops, (6) production of nursery plants, (7) control of plant insects and diseases and other plant disorders, (8) construction, maintenence and use of plant-growing structures, (9) merchandising, (10) landscape design and planning, and (11) establishment and care of lawns and turf. Units contain questions to be answered, suggested learning activities, and references. (AW)

VT 000 946
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.

South Carolina State Dept. of Education, Columbia. Vocational Agriculture
Clemson Univ., S.C. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 82p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *GRADE 10; PLANT SCIENCE; SOIL SCIENCE; AGRICULTURAL PRODUCTION; CONSERVATION EDUCATION; SUPERVISED FARM PRACTICE; AGRICULTURAL ENGINEERING; LEADERSHIP TRAINING

ABSTRACT - For use in teaching second-year vocational agriculture, this curriculum guide outlines the subject matter content, giving suggested time allotment, suggested resource materials, and detailed lists of references. The subject matter, often posed in the form of problems, includes units on: (1) Importance of Agriculture, (2) Crop Production, (3) Plant Science and Soils, (4) Farm Home and Family, (5) Farm Mechanics, (6) Supervised Programs of Agricultural Practice, (7) Leadership Training, (8) Conservation of Natural Resources, and (9) Animal Production. (AW)

VT 000 949
Agricultural Production and Management; A Third Year Curriculum for Vocational Agriculture.

South Carolina State Dept. of Education, Columbia. Vocational Agriculture
Clemson Univ., S.C. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 71p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *CONSERVATION EDUCATION; *FARM MANAGEMENT; AGRICULTURAL ENGINEERING; SUPERVISED FARM PRACTICE; LEADERSHIP TRAINING; GRADE 11

ABSTRACT - For use in teaching third-year vocational agriculture classes, this curriculum guide provides content and problems to be solved, suggested time allotment, and references for the following eight units: (1) Importance of Agriculture, (2) Animal Production, specifically diary, (3) Crop Production, including cotton, pastures, and soybeans, (4) Conservation of Natural Resources, including soil and water, and wildlife and fish, (5) Farm Management, covering modern day farming, starting in farming, and farm financing, (6) Farm Mechanics, including farm machinery and electricity and motors, (7) Leadership Training, and (8) Supervised Programs of Agricultural Practice. A list of additional reference publications and brief instructions for determining the need for resource materials are also given. (AW)

VT 000 989
Agricultural Instruction, Units I-VIII.

Los Angeles City Schools, Calif. Vocational and Practical Arts Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 85p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; *AGRICULTURAL PRODUCTION; *SOIL SCIENCE; *ANIMAL SCIENCE; HORTICULTURE; NURSERIES (HORTICULTURE); EQUIPMENT; ENTOMOLOGY; PLANT SCIENCE

ABSTRACT - For use in vocational agriculture classes, this manual consists of eight instructional units, including: (1) Tools, Equipment, and Safety, (2) Soils and Soil Preparation, (3) Vegetable Crops and Unsweet Fruits, (4) Planting the Garden, (5) Flowers, (6) Nursery Practice, (7) Insects, and (8) Animal Husbandry. Units provide information sheets and operation sheets containing purpose, activities and procedures, problems, and questions for each of the topics covered under the general unit headings. The guide is illustrated with numerous line drawings and diagrams. (AW)

VT 001 093
Course of Study for Ornamental Horticulture Courses.

Rockland County Center of Technology and Education, West Nyack, N.Y. Ornamental Horticulture Dept.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1Apr66 34p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *LANDSCAPING; *NURSERIES (HORTICULTURE); GRADE 11; GRADE 12; *ORNAMENTAL HORTICULTURE OCCUPATION

ABSTRACT - This program guide covers a 2-year high school course in landscaping and nursery management and mechanics, intended to prepare students for entry into horticultural occupations or for continued education in the field. The material is designed primarily for grades 11 and 12 and is divided into two courses of study, covering the same subject material but set up on ability levels with varying degrees of technical information and practical work. Contents provide: (1) general and specific aims of the program, (2) information on the advisory board, (3) policies regarding sale of plants and work projects, (4) suggested facilities, including costs, (5) service accounts, (6) cooperative work programs, and (7) explanation of the course of study, including work experience requirements, credits, time requirement, and a breakdown of the study units. Study units are: (1) Orientation, (2) Plants, (3) Plant Pest and Controls, (4) Soils, (5) Nursery Management, (6) Landscape Planning, (7) Landscaping, (8) Landscaping Maintenance, (9) Christmas Decorations, (10) Business Management Relations, (11) Mechanics, and (12) Student Practice. (AW)

VT_001_238
Clark, Raymond M., And Others
Source Units for the Dairy Enterprise. Agricultural Education Source Units, Number 1.

Michigan State Univ., East Lansing. Bureau of Educational Research
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul64 95p.

DESCRIPTORS - *RESOURCE MATERIALS; *RESOURCE UNITS; *VOCATIONAL AGRICULTURE; *DAIRYMEN; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; TEACHING GUIDES; TEACHING TECHNIQUES

ABSTRACT - Designed by an instructional materials specialist and technical experts, these source units provide high school vocational agriculture instructors with suggestions for teaching courses in dairy production. Major objectives, understandings, concepts, and abilities to be developed are provided for each unit as well as basic principles, factors for consideration, suggested learning exercises and activities, questions, and problems to be solved. The unit topics are: (1) Feeding Dairy Cattle, (2) Disease Control, (3) Understanding the Ruminant, (4) Dairy Herd Improvement, (5) Raising Dairy Calves, (6) Housing, and (7) Milking Equipment and Systems. The units provide a number of suggestions for using additional resource materials. A bibliography of books, bulletins, and films is included. (AW)

VT_001_346
Agricultural Chemicals. A Guide for Providing Instruction for 11th or 12th Grade Vocational Education in Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
North Carolina Univ., Raleigh. N.C. State Univ. Dept. of Agricultural Education
North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun64 37p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL CHEMICAL OCCUPATIONS; GRADE 11; GRADE 12; FERTILIZERS; HERBICIDES; INSECTICIDES; RODENTICIDES

ABSTRACT - This curriculum guide is for teacher use in planning and conducting a 36-week course in agricultural chemicals for grades 11 and 12. Topical outlines covering subunits and problem areas, principles to be taught and/or competencies to be developed, suggested resources, suggested teaching-learning activities, and teacher notes are provided for the following major units of study: (1) Introduction, Orientation, and Guidance, (2) Plant Foods, (3) Pesticides, (4) Agricultural Chemical Controls, and (5) Education and Career Opportunities. Recommended facilities and equipment, suggestions for supervised practice programs, and suggested references including texts, supplementary materials, and audiovisual aids are appended. Courses in agricultural science and mathematics and general biology are recommended prerequisites. (AW)

VT_001_571
Vocational Agriculture Course of Study Guide.

Utah State Dept. of Public Instruction, Salt Lake City

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 118p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; *AGRICULTURAL ENGINEERING; AGRICULTURAL PRODUCTION; FARM MANAGEMENT; AGRONOMY; SUPERVISED FARM PRACTICE; LIVESTOCK

ABSTRACT - Prepared by a committee of vocational agriculture teachers and state staff, this curriculum guide is for teacher use in planning and implementing high school vocational agriculture programs in Utah. Emphasizing both the scientific approach in teaching vocational agriculture and the practical approach of student and teacher activities in the field, the guide touches briefly on most major and many secondary farm enterprises of the State. Brief introductory material covers the history of vocational agriculture, the philosophy and objectives of the program, methods of teaching, and an explanation of the contents, followed by suggested topical outlines for Vocational Agriculture I, II, III, and IV, and Agricultural Mechanics I, II, and III, listing areas of instruction, level of course, and total days alloted per area. The major portion of the manual consists of detailed units of instruction for each course, providing content, hours, suggested student activities, teacher activities and demonstrations, and recommended references, films, filmstrips, and other resources. Sources from whom resource and reference materials may be obtained are also listed. (AW)

VT 002 731
Collins, Emerson R.
Fertilizer and Lime.

North Carolina State Dept. of Public Instruction, Raleigh. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Dec66 126p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; MANUALS; INSTRUCTIONAL AIDS; *AGRICULTURAL PRODUCTION; *FERTILIZERS; PLANT GROWTH; *PLANT SCIENCE; *SOIL SCIENCE; FIELD CROPS; AGRONOMY
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - Written by a professor of agricultural education, this manual is for use by vocational agriculture instructors teaching production agriculture in North Carolina. Contents include chapters on: (1) preparation for soil fertility programs, (2) lime and its uses, (3) sources of nitrogen, phosphorus, and potash, (4) secondary elements, (5) trace elements, (6) mixed and bulk blend fertilizers, (7) soil testing, (8) content of fertilizer nutrients in plants, (9) fertilizer application, (10) fertilization of tobacco, and (11) specific considerations for specific plants. Each chapter provides questions and exercises, and some are illustrated with tables, charts, diagrams, and line drawings. Reference materials and a subject index are appended. (AW)

VT 002 841
Wise, Milton B.; McClure, W.W.
Livestock Feeds and Feeding, A Guide for Course Planning, Adult Farmer Education in Vocational Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
AF5.1
PUB DATE - Sep64 53p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *ADULT FARMER EDUCATION; *AGRICULTURAL PRODUCTION; *LIVESTOCK; ANIMAL SCIENCE; *NUTRITION

ABSTRACT - Developed by an associate professor of animal science in collaboration with curriculum laboratory personnel, this 20-hour course outline will serve as a guide in developing and teaching introductory adult courses in livestock feeds and feeding. Contents include suggestions for teachers, course objectives, a suggested course arrangement, and course outlines which cover the basic fundamentals of animal nutrition and include: (1) the digestive system, (2) classes and functions of nutrients, (3) feed analyses and digestibility, (4) nutrient distribution in feedstuffs and classification of feedstuffs, (5) types of nutrients, (6) additives, (7) feed processing and standards and balancing rations, and (8) feeding swine, beef cattle, dairy cattle, and poultry. References, resource materials, a topic planning form, and a student survey are appended. (AW)

VT 007 073
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

Minnesota Univ., St. Paul. Coll. of Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Dec65 95p.

DESCRIPTORS - *STUDENT TEACHING; *MANUALS; *GUIDELINES; *AGRICULTURAL EDUCATION; SCHOOL ACTIVITIES; TEACHER RESPONSIBILITY; *TEACHER EDUCATION; COOPERATING TEACHERS; STUDENT TEACHERS; EDUCATIONAL POLICY; TEACHER ORIENTATION; TEACHER EVALUATION
IDENTIFIERS - MINNESOTA

ABSTRACT - To answer questions of supervising and student teachers and to encourage genuine learning as a part of the student teaching experience, this manual was developed as a guide for student teaching activities. Section I, addressed to the student teacher, contains: (1) An Introduction to Student Teaching, (2) Your Entrance into the Teaching Profession, (3) Planning and Observing, (4) Your Work in the Classroom Before You Begin Your Unit, (5) Planning and Teaching Your Unit, (6) Evaluation of Your Work in Student Teaching, and (7) Report Forms. Section II, related to student teaching activities, contains: (1) getting established, (2) developing a community program, (3) teaching high school students, (4) advising youth organizations, (5) teaching adult farmer classes, (6) counseling pupils, (7) managing a department, and (8) improving professionally. Section III for the supervising teacher includes: (1) sharing of responsibility, (2) knowledge of class procedure, (3) careful planning, (4) the student teacher and the community, (5) evaluation, and (6) suggested references. (DM)

VT 008 503
Jones, James B.; Rosprim, Lewis J.
Agricultural Chemicals Employee.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($6.55).
PUB DATE - ND 541p.

DESCRIPTORS - *STUDY GUIDES; CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; AGRICULTURAL SUPPLIES; *AGRICULTURAL CHEMICAL OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; SALES OCCUPATIONS; SERVICE OCCUPATIONS; HERBICIDES; INSECTICIDES; PESTICIDES; RODENTICIDES; FERTILIZERS; ASSIGNMENTS; TESTS; ANSWER KEYS

ABSTRACT - This teacher-developed curriculum guide is for use by high school or junior high students studying agricultural chemical sales and services as part of a cooperative program. Contents include units on: (1) agricultural sales, (2) agricultural business procedures, (3) agricultural chemicals and safety, (4) dilution charts and formulas, (5) equipment for chemical application, (6) insects, (7) use of agricultural chemicals as insecticides, (8) agricultural chemicals with regard to livestock and poultry, (9) use of agricultural chemicals as soil additives, (10) uses of chemicals as herbicides, fungicides, bactericides, and nematocides, (11) use of agricultural chemicals for control of rodents and predators, and (12) use of agricultural chemicals as plant regulators. Color coded for ease in using, this guide is divided into four sections, with the first providing assignment and information sheets, the second comprised of answer sheets keyed to the assignment sheets, the third containing topic tests, and the fourth consisting of answer sheets for the topic tests. A course outline and lists of required and supplemental references are included. (AW)

VT 010 251
Dalton, L.C.; Richardson, Joe A.
Cold Metal Work in Vocational Agriculture. Suggested Lesson Plans.

New Mexico State Univ., University Park. Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
State Department of Agriculture Education, 130 South Capitol Street, Santa Fe, New Mexico 87501 (single copies available).
PUB DATE - ND 8p.

DESCRIPTORS - *LESSON PLANS; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *METAL WORKING OCCUPATIONS; METALS

ABSTRACT - This teacher-developed bulletin is comprised of five suggested lesson plans for use by vocational agriculture teachers in advanced agricultural mechanics courses. Under the unit topic "Cold Metal Work," lessons cover (1) Identifying Kinds of Metal, (2) Cutting Metal, (3) Drilling Metal, (4) Bending Metal, and (5) Threading. Lesson plans include objectives, references, study Questions, summary of information, and teaching suggestions. (AW)

VT 010 255
Dalton, L.C.; Richardson, Joe A.
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

New Mexico State Univ., University Park. Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
State Department of Agriculture Education, 130 South Capitol Street, Santa Fe, New Mexico 87501 (single copies available).
PUB DATE - ND 243p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; INSTRUCTIONAL AIDS; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL MACHINERY; *ENGINES; EQUIPMENT; PLANT SCIENCE; WELDING; ELECTRICITY

ABSTRACT - Instructional aids produced from these transparency masters may be used by vocational agriculture teachers in presenting courses in agricultural mechanics. Various suggestions for using the masters are given, including tracing of masters for chalkboards and displays and duplication for student handouts or testing. The initial series and supplements include masters relating to (1) cattle, (2) swine, (3) sheep, (4) horses, (5) retail and wholesale meat cuts, (6) plant science, (7) insects, pests, and animal parasites, (8) electricity, (9) welding, (10) land judging, (11) weed identification and control, (12) animal feeds, (13) marketing procedures, (14) agricultural machinery and engines, (15) farm and ranch equipment, (16) crop equipment, (17) tools, (18) land measurement, (19) soil science, (20) farm costs, and (21) Future Farmers of America. (AW)

VT 010 259
Course Guide for Basic Agricultural Mechanics. Service Bulletin Number Eight.

Arizona Univ., Tucson. Dept. of Agricultural Education
Arizona State Dept. of Vocational Education, Phoenix
MF AVAILABLE IN VT-ERIC SET.
State Department of Vocational Education, Agricultural Education, 412 Arizona State Building, Phoenix, Arizona 85007 (no charge).
PUB DATE - 68 172p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY; *AGRICULTURAL PRODUCTION; *EQUIPMENT; AGRICULTURAL MACHINERY OCCUPATIONS
IDENTIFIERS - ARIZONA

ABSTRACT - This teacher-developed course guide will aid vocational agriculture instructors in planning and teaching basic agricultural mechanics. Designed for use in the first 2 years of the vocational agriculture program, these units of instruction provide a broad base of mechanical knowledge, skills, and abilities as a foundation for more advanced instruction either in production agriculture or in a specialized area of agricultural training. Titles of the 16 instructional units include: (1) Making and Using Drawings and Plans, (2) Tool conditioning, (3) Cold Metal Work, (4) Pipework, (5) Soldering and Sheet Metal Work, (6) Hot Metal Work, (7) Arc Welding, (8) Using Electricity, and (9) Tractor Operation. Objectives, abilities to be developed, teaching-learning activities, references, and job operation sheets are provided for most units, with safety precautions included for several. (AW)

VT 010 360
The Internal Combustion Engine, An Instructional Unit for Vocational Agriculture. Teacher's Manual.

Arizona Univ., Tucson. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, College of Agriculture, University of Arizona, Tucson, Arizona 85721.
PUB DATE - Jan69 119p.

DESCRIPTORS - *POWER MECHANICS; AGRICULTURAL MACHINERY; *VOCATIONAL AGRICULTURE;

*AGRICULTURAL ENGINEERING; GRADE 11; GRADE 12; *INSTRUCTIONAL MATERIALS; *RESOURCE GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *AUTO MECHANICS

ABSTRACT - This resource unit is for teacher use in planning a unit on internal combustion engine operation for junior or senior students of vocational agriculture in the power and machinery phase of a program in agricultural mechanization. The 12 teaching units include objectives, introduction, questions for study and discussion, supervised study, review techniques, references, and a unit test. Additional information includes: (1) Recommended Teaching Procedures and Policies, (2) Required Student Reference Literature, (3) Teacher's Instructional Materials and Visuals, (4) Sources of Instructional Materials, (5) Recommended Equipment List, and (6) A Suggested Engine Storage System. (GR)

VT 010 362
Curtis, Samuel L.
Legal Principles for Farm Managers, A Teacher's Unit Plan. Teacher Education Series Volume 9, Number 5t 1968.

Pennsylvania Young Farmers Association
Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational, Technical, and Continuing Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 ($1.25).
PUB DATE - 68 72p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; LESSON PLANS; *UNIT PLAN; UNITS OF STUDY (SUBJECT FIELDS); *LAW INSTRUCTION; *FARM MANAGEMENT; LEGAL PROBLEMS; LEGAL RESPONSIBILITY; SECONDARY GRADES; ADULT FARMER EDUCATION

ABSTRACT - Prepared by an assistant professor of agricultural education with the aid of an attorney, this unit plan is for use in teaching farm law in an 18-hour course to high school and adult agriculture students to meet the need for farmer-businessmen to be more aware of law. The nine lesson plans, each giving objectives, learning activities, references, and a subject matter outline, are: (1) Wills and Estate Planning, (2) Life Insurance and Estate Planning, (3) Transferring Property to the Next Generation, (4) Contracts, (5) Liability and Liability Insurance, (6) Real Estate, (7) Motor Vehicle Laws Relating to Farm Machinery and Equipment, (8) Laws Governing the Marketing of Farm Products, and (9) Where Law Comes From. A teaching schedule, teaching aids for each lesson, and reference materials needed for the unit supplement the lesson plans. Suggestions are also included for a field trip to a courthouse. The unit contains numerous sample forms, charts, and records. (AW)

VT 010 363
Oliver, J.D.
Agricultural Cooperatives; Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst., Blacksburg. Agricultural Education Div.
MF AVAILABLE IN VT-ERIC SET.
Publication AB-1
PUB DATE - 69 33p.

DESCRIPTORS - *TEACHING GUIDES; LESSON PLANS; *COOPERATIVES; CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; *AGRICULTURAL EDUCATION

ABSTRACT - Prepared with the assistance of personnel of Virginia Polytechnic Institute and evaluated by teachers of agriculture, this guide contains a series of teaching outlines intended to aid agriculture teachers in lesson planning. Teacher objectives, introductory information, group objectives, problems and concerns of students, references, visual aids and other equipment, content summaries, and suggestions for special activities and application and evaluation are provided for the following problem areas: (1) Understanding the Nature of Cooperatives, (2) Comparing a Cooperative with other Methods of Doing Business, (3) Organizing and Operating Cooperatives, (4) Financing Cooperatives, and (5) Understanding the Types of Cooperatives and the Services Provided. (AW)

VT 010 372
Directory of Conservation Education in Minnesota.

Minnesota State Dept. of Education, St. Paul
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 63p.

DESCRIPTORS - *DIRECTORIES; *CONSERVATION EDUCATION; *COURSES; SHORT COURSES; SEMINARS; NATURE CENTERS; WORKSHOPS; *REFERENCE MATERIALS; *INSTRUCTIONAL MATERIALS

ABSTRACT - This brochure is a compilation of data collected from agencies, institutions, and organizations during the winter of 1967-1968 to provide information about the kinds of conservation education programs available in Minnesota. Fifty-seven programs are listed, arranged under the following classifications: (1) courses (both credit and non-collegiate), (2) workshops, (3) tours, short courses, and seminars, (4) nature study centers, such as zoological gardens, parks and museums, and (5) others, including farms, forests, camps, and clubs. The title and type of conservation program, name and address of sponsor, location of program activity, dates offered, duration of program, costs, level of participants, and person to contact for information are provided for each program listed. (AW)

VT 010 418
Livestock (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.65).
PUB DATE - ND 18p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK; INSTRUCTIONAL AIDS; CATTLE; SWINE; HORSES

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from these transparency masters in teaching classes in animal science. Seventeen masters are included, covering body parts and wholesale cuts of beef, swine, lamb, and body parts of dairy cows and horses, as well as means of using teeth to determine the age of sheep and horses. (AW)

VT 010 421
Morphology of Grasses (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($3.25).
PUB DATE - Nov68 47p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; *BOTANY; INSTRUCTIONAL AIDS

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from these 22 transparency masters in teaching plant science. Some representative titles are: (1) Bean Seedlings, (2) Mature Corn Plant, (3) Schematic Grass Plant, (4) Male and Female Grass Flower Parts, (5) Roots of Wheat, (6) Wheat Spikelet, (7) Oats Panicle, (8) Grass Identification, (9) Legume Flower, and (10) Reproduction Parts of Cotton. Teaching guidelines, a key to the plates, and a glossary are included in the package. (AW)

VT 010 422
Genetics (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.95).
PUB DATE - ND 21p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *GENETICS; *HEREDITY; INSTRUCTIONAL AIDS

ABSTRACT - Instructional aids produced from these 16 transparency masters may be used by vocational agricultural teachers in teaching principles of genetics and heredity. Titles include: (1) Genetics and Heredity Terms, (2) Single Mendelian Inheretance, F1 and F2, (3) Mitosis, (4) Crossing Involving Two Pairs of Genes, (5) Modified Two Pair

Ratios (Shorthorns), (6) Modified Two Pair Ratios (Radishes), (7) Sexlinked, (8) Lethal Genes, and (9) Sex-Influenced Characters, F1 and F2. (AW)

VT 010 423
Land Measurement (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.95).
PUB DATE - Apr69 25p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS); *FARM MANAGEMENT
IDENTIFIERS - *LAND MEASUREMENT

ABSTRACT - Instructional aids produced from these 14 transparency masters may be used by vocational agriculture teachers in presenting guidelines for land measurement to farm management classes. Titles include: (1) Layout of Towns or Tiers, (2) Layout and Designation of Townships, (3) Subdivision of a Section, (4) Measurement of a Rectangular Field, (5) Measuring Triangular Fields, (6) Trapezium Measurements for Area, and (7) Problem. (AW)

VT 010 425
Artificial Insemination (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($2.25).
PUB DATE - ND 26p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK; *INSTRUCTIONAL AIDS; ANATOMY

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from these 17 transparency masters in teaching classes in animal science. Some titles included are: (1) Organs of Reproduction of the Cow, (2) Sex Determination at Fertilization, (3) Circulatory Routes in the Young Mammalian Embryo, (4) Position of the Calf in the Uterus After It Has Been Oriented for Normal Delivery, (5) Abnormal Presentations of the Calf for Delivery, (6) Reproductive Tract of the Bull, (7) Spermatogenesis, (8) Speculum Method of Inseminating the Cow, and (9) Rectovaginal Technique of Inseminating the Cow. (AW)

VT 010 480
Malone, Charles A.
Source Unit in Animal Breeding.

Colorado State Univ., Ft. Collins. Agricultural Education Section
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Section, Department of Vocational Education, Colorado State University, Fort Collins, Colorado 80521 ($1.00).
PUB DATE - 69 36p.

DESCRIPTORS - *GENETICS; RESOURCE MATERIALS; *RESOURCE UNITS; UNIT PLAN; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *LIVESTOCK; ANIMAL SCIENCE; SECONDARY GRADES; TRANSPARENCIES

ABSTRACT - This source unit was prepared by a graduate student in agricultural education to be used by Colorado vocational agriculture teachers as a guide for planning and teaching a unit in animal breeding. Objectives, motivation techniques, study guides, references, and teaching suggestions are given for the following 11 sub-units of animal breedings: (1) different breeding systems, (2) male and female reproductive organs, (3) function of hormones in animal breeding, (4) reproductive characteristics of farm animals, (5) reproductive diseases, (6) fundamentals of heredity, (7) influence of genes, (8) transmission of characteristics from parent to offspring, (9) mutations and abnormal gene action, (10) rate of progress to be made through selection, and (11) different methods of selecting livestock. Seven transparency masters are included in the sub-unit on male and female reproductive organs. (AW)

VT 010 484
Siegfried, Larry R.
Source Unit in Feeds and Feeding.

Colorado State Univ., Ft. Collins. Agricultural Education Section
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Section, Department of Vocational Education, Colorado State University, Fort Collins, Colorado 80521 ($1.00).
PUB DATE - 69 41p.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE MATERIALS; *UNIT PLAN; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; ANIMAL SCIENCE; *NUTRITION; LIVESTOCK; SECONDARY GRADES

ABSTRACT - Prepared by a graduate assistant in agricultural education, this source unit may be used by vocational agriculture teachers in planning and presenting a unit in feeds and feeding. The 13 sub-units, providing objectives, motivation techniques, study guides, references, and suggested teaching plans, cover: (1) nutrients necessary for livestock, (2) chemical composition and classification of feeds, (3) digestive systems of ruminants and non-ruminants, (4) digestion and adsorption of feeds by livestock, (5) feed preparation techniques, (6) role of proteins, carbohydrates, fats, minerals and vitamins in livestock feeding, (7) feed additives, (8) balancing rations, and ([illegible]) computing lowest-cost balanced rations. (AW)

VT 010 527
Tree Identification: Western Pines.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($2.00, Manual and 20 slides available for $6.50).
PUB DATE - 69 21p.

DESCRIPTORS - *GUIDES; *AGRICULTURAL EDUCATION; *IDENTIFICATION; *TREES; *FORESTRY; NATURAL RESOURCES; CLASSIFICATION; TAXONOMY

ABSTRACT - This multi-media kit, for use in agricultural education classes studying tree identification, consists of the following: (1) 10 slides of pines of commercial significance in the West, with the common and Latin names of the tree superimposed on a combined view of a typical specimen and a close-up view of the trunk and needles or leaves, (2) 10 slides identical to the ones identified, but without the names, to be used for testing purposes, (3) 10 transparency masters, one for each of the 10 species pictured on the slides, for use in producing overhead transparencies or other instructional materials, (4) short descriptions of the 10 pictured species, and (5) suggested identification procedures. The 10 Species of western pines covered are: (1) Douglas Fir, (2) Engelmann Spruce, (3) Idaho White Pine, (4) Incense Cedar, (5) Larch, (6) Lodgepole Pine, (7) Ponderosa Pine, (8) Sugar Pine, (9) Western Red Cedar, and (10) White Fir. The slide set may be obtained from the source of availability indicated for this document. (AW)

VT 010 528
Careers in Animal Industry.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script, and taped narration $7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AUDIOVISUAL AIDS; *OCCUPATIONAL INFORMATION; *AGRICULTURAL OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS
IDENTIFIERS - *ANIMAL INDUSTRY

ABSTRACT - This illustrated companion script to a 50-frame filmstrip was developed by departments in the School of Agriculture, California State Polytechnic College to provide information on the history, progress, and variety of occupations in the animal industry. The film also discusses briefly the education needed and opportunities for advancement in animal industry occupations. (CH)

VT 010 531
Careers in Ornamental Horticulture.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script and taped narration ($7.95).
PUB DATE - 69 16p.

DESCRIPTORS - *ORNAMENTAL HORTICULTURE; *OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AGRICULTURAL OCCUPATIONS; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 54-frame filmstrip was developed by the Ornamental Horticulture Department of California State Polytechnic College to describe the career opportunities available in ornamental horticulture. Briefly discussed are the training and personal qualities needed for these occupations. (CH)

VT 010 532
Careers in Farm Supplies.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script, and taped narration $7.95).
PUB DATE - 69 14p.

DESCRIPTORS - *AGRICULTURAL SUPPLIES; *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 48-frame filmstrip was developed by the School of Agriculture, California State Polytechnic College to provide information on the many career opportunities available in farm supplies. Briefly described are the educational requirements and beginning pay for these occupations. (CH)

VT 010 533
Careers in Farm Services.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script, and taped narration $7.95).
PUB DATE - 69 16p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *SERVICE OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 53-frame filmstrip was developed to provide information on the history, progress, and variety of farm service occupations. Briefly discussed are the educational background and personal qualities needed for entry into these occupations. (CH)

VT 010 534
Careers in Farm Machinery Sales and Service.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo. California 93401 ($.50; filmstrip, script, and taped narration $7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL MACHINERY; *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This companion script to a 51-frame filmstrip provides information on career opportunities available in agricultural machinery sales and service. Briefly discussed are the training needed for entry into these occupations, starting salary, and opportunities for advancement. (CH)

VT 010 535
Careers in Crops.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script, and taped narration $7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS
IDENTIFIERS - *CROPS

ABSTRACT - This illustrated companion script to a 51-frame filmstrip was developed by the Crops Department of California State Polytechnic College to provide occupational information on the career opportunities available in the crops industry. Starting wages, desirable personal qualities, and required training are briefly described for the occupations. (CH)

VT 010 542
Tractor Fuels and Lubricants, Selecting and Storing.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Center, Athens, Georgia 30601 ($2.00).
PUB DATE - Jan70 57p.

DESCRIPTORS - *AGRICULTURAL MACHINERY; RESOURCE MATERIALS; AGRICULTURAL ENGINEERING: *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ENGINES; *FUELS; *LUBRICANTS; *TRACTORS

ABSTRACT - Summarized from research studies, field tests, and standards, this guide is intended to supplement the tractor operator's manual by providing helpful information on present-day fuels and lubricants and basic operating principles of tractors and tractor parts. Part I, Selecting and Storing Tractor Fuels, provides information on diesel fuels, gasoline, and LP-gas, including octane ratings, cetane ratings, engine starting, and fuel contaminants. The second section, Selecting and Storing Tractor Lubricants, deals with crankcase oils, gear oils, hydraulic oils, and lubricating grease, including oil types and viscosities, operating conditions, and classes and grades of greases. The guide is illustrated with numerous drawings, diagrams, and cartoons. A bibliography and a subject index are included. (AW)

VT 010 726
Courson, R.L.
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

Illinois Univ., Urbana. Vocational Agricultural Service
MF AVAILABLE IN VT-ERIC SET.
VAS 4050
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.15).
PUB DATE - 70 13p.

DESCRIPTORS - *REFERENCE MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); TEXTBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; *FERTILIZERS
IDENTIFIERS - *NITRATES

ABSTRACT - This individually-authored student text and reference is for use in high school or adult vocational agriculture classes studying production agriculture. Contents cover seven problem areas, including: (1) amount of nitrate being lost in water, (2) nitrate accumulation in plants, (3) reduction of the danger of nitrates, (4) nitrates in water supplies, (5) safety of well water, (6) protection of water supplies, and (7) nitrate consumption by ruminants. The material should be covered in 1 to 3 class hours. (AW)

VT 010 745
Tulloch, Rodney W.; Curtis, Samuel M.
ASCS and You, A Teacher's Manual. Teacher Education Series, Volume 10, Number 5t.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Agricultural Stabilization and Conservation Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, University Park, Pennsylvania 16802.
PUB DATE - 69 154p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *FEDERAL PROGRAMS; GRADE 12; SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS; PROGRAM GUIDES; *RESOURCE UNITS; *CURRICULUM GUIDES
IDENTIFIERS - *AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE; ASCS

ABSTRACT - Written by a graduate assistant in agricultural education, and field tested in 17 schools prior to publication, this manual is for teacher use in planning and teaching a unit on Agricultural Stabilization and Conservation Service (ASCS) programs. The unit is intended for use in high school or area vocational-technical school classes comprised of students having occupational interests in farming or off-farm agricultural business. Contents are divided into the following four sections, each containing one or more lessons: Federal Farm Programs, ASCS Organization, History and Background, and Economic Principles. General ASCS information, unit references, and teaching suggestions are given for the unit lessons and printed on green paper for ease in locating. Appendixes provide overhead transparency masters and order forms for ASCS resource materials and audio-visual materials. The related student manual is available as VT 010 746, also in this issue. (AW)

VT 010 746
Tulloch, Rodney W.; Curtis, Samuel M.
ASCS and You, A Student Resource Unit. Teacher Education Series, Volume 10, Number 5s.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Agricultural Stabilization and Conservation Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, University Park, Pennsylvania 16802.
PUB DATE - 69 105p.

DESCRIPTORS - *RESOURCE UNITS; *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *FEEDERAL PROGRAMS; GRADE 12; SECONDARY SCHOOLS; AREA VOCATIONAL SCHOLS; *TEXTBOOKS
IDENTIFIERS - *AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE; ASCS

ABSTRACT - This student resource manual was written by a graduate assistant in agricultural education, field tested in 17 schools, and reviewed by state and national Agricultural Stabilization and Conservation Service (ASCS) specialists prior to publication. The unit provides information about ASCS programs for those high school or vocational school students interested in farming or in off-farm agricultural business. Divided into four sections, each containing one or more lessons, the content covers: Federal Farm Programs, ASCS Organization, History and Background, and Economic Principles. The related teacher's manual is available as VT 010 745, also in this issue. (AW)

VT 010 754
Fundamentals of Service: Power Trains.

Deere (John), and Co., Moline, Ill.
MF AVAILABLE IN VT-ERIC SET.
John Deere Service Publications, John Deere Road, Moline, Illinois 61265 ($5.00, A comprehensive color slide set of the illustrations in the "Power Trains" Manual is available for $55.00).
PUB DATE - Jun69 148p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; *POWER MECHANICS; FLUID POWER EDUCATION; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS

ABSTRACT - Developed by Deere and Company, this training manual is to be used by shop trainees or experienced mechanics in understanding and servicing power trains. The chapters, arranged in a step-by-step manner, are: (1) Power Trains: How They Work, (2) Clutches, (3) Mechanical Transmissions, (4) Hydraulic Assist Transmissions, (5) Hydrostatic Drives, (6) Torque Converters, (7) Differentials, (8) Final Drives, (9) Power Take-Offs, and (10) Special Drives. The text is illustrated with photographs and line drawings. Definitions of terms and symbols and a subject index are included. A comprehensive color slide set of the illustrations in the manual may be obtained from the source of availability indicated for this document. Related documents are available as VT 010 755-VT 010 757 (all in this issue). (SB)

VT 010 755
Fundamentals of Service: Hydraulics.

Deere (John) and Co., Moline, Ill.
MF AVAILABLE IN VT-ERIC SET.
John Deere Service Publications, John Deere Road, Moline, Illinois 61265 ($5.00, comprehensive color slide set of illustrations in manual available for $58.00).
PUB DATE - Nov67 167p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; *HYDRAULICS; FLUID POWER EDUCATION; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS

ABSTRACT - This guide was developed by Deere and Company for shop trainees or experienced mechanics for use in understanding and servicing hydraulic systems. The chapters, arranged in a step-by-step manner, cover first the basics, followed by nine chapters detailing the working parts of hydraulic circuits, and closing with two chapters on general maintenance and repair. Chapters are: (1) Hydraulics: How It Works, (2) Hydraulic Pumps, (3) Hydraulic Valves, (4) Hydraulic Cylinders, (5) Hydraulic Motors, (6) Hydraulic Accumulators, (7) Hydraulic Filters, (8) Reservoirs, Oil Coolers, Hoses, Pipes, Tubes, and Couplers, (9) Hydraulic Seals, (10) Hydraulic Fluids, (11) General Maintenance, and (12) Diagnosis and Testing of Hydraulic Systems. The line drawings and photographs illustrating the text are available as a comprehensive color slide set from the source of availability indicated for this document. Definitions of terms and symbols are included as well as a subject index. Related documents are available as VT 010 754, VT 010 756, and VT 010 757 (all in this issue). (SB)

VT 010 756
Fundamentals of Service: Engines.

Deere (John), and Co., Moline, Ill.
MF AVAILABLE IN VT-ERIC SET.
John Deere Service Publications, John Deere Road, Moline, Illinois 61265 ($6.50, comprehensive color slide set of the illustrations available for $64.00).
PUB DATE - Oct68 281p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; SERVICE OCCUPATIONS; *ENGINES; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; *AGRICULTURAL ENGINEERING; ILLUSTRATIONS

ABSTRACT - Information in this training and reference manual was developed by Deere and Company for shop trainees or for experienced mechanics. Arranged in a step-by-step manner, the first two chapters cover the basics of engines, followed by seven chapters explaining various systems, and concluding with three chapters discussing the complete engine in terms of testing, diagnosis, and tune-up. Chapters are: (2) Engines: How They Work, (2) Basic Engine, (3) Gasoline Fuel Systems, (4) LP-Gas Fuel Systems, (5) Diesel Fuel Systems, (6) Intake and Exhaust Systems, (7) Lubrication Systems, (8) Cooling Systems, (9) Governing Systems, (10) Engine Test Equipment and Service Tools, (11) Diagnosis and Testing, and (12) Engine Tune-up. Also included are definitions of terms and symbols as well as a subject index. A comprehensive color slide set of the line drawings and photographs illustrating the text is available from the source of availability indicated for this document. Related documents are available as VT 010 754, VT 010 755, and VT 010 757 (all in this issue). (SB)

VT 010 757
Fundamentals of Service: Electrical Systems.

Deere (John) and Co., Moline, Ill.
MF AVAILABLE IN VT-ERIC SET.
John Deere Service Publications, John Deere Road, Moline, Illinois 61265 ($6.00, comprehensive color slide set of illustrations available for $45.00).
PUB DATE - Mar68 222p.

DESCRIPTORS - *MANUALS; SUPPLEMENTARY TEXTBOOKS; *ELECTRICAL SYSTEMS; ELECTRICITY; ELECTRIC CIRCUITS; ELECTRIC BATTERIES; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS; *AGRICULTURAL EDUCATION

ABSTRACT - Developed by Deere and Company for use as a training manual for shop trainees or as a reference source for experienced mechanics, this manual contains information on understanding and servicing electrical systems. Arranged in a step-by-step manner, the first two chapters contain basic information on electricity and equipment, followed by five chapters detailing the working parts of various circuits, and concluding with two chapters discussing general maintenance of the complete system. Chapters are: (1) Electricity: How It Works, (2) Testing Tools and Equipment, (3) Storage Batteries, (4) Charging Circuits, (5) Starting Circuits, (6) Ignition Circuits, (7) Lighting and Accessory Circuits, (8) General Maintenance, and (9) Diagnosis and Testing of Electrical Systems. Definitions of terms and symbols as well as a subject index are included. A comprehensive color slide set of the line drawings and photographs illustrating the text is available from the source of availability indicated for the document. Related documents are available as VT 010 754, VT 010 755 and VT 010 756 (all in this issue). (SB)

VT 010 762
Herbst, J.H.
Standards for Measures of Efficiency for 1969.

Illinois Univ., Urbana. Vocational Agricultural Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 (10 For $.60).
PUB DATE - 69 7p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE MATERIALS; *AGRICULTURAL PRODUCTION; *STANDARDS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; VOCATIONAL AGRICULTURE TEACHERS

ABSTRACT - Developed by an associate professor of farm management and vocational agriculture in consultation with subject-matter specialists, teacher educators, supervisors, and teachers, this pamphlet will assist vocational agriculture teachers in supervising student farming programs. Efficiency measures are provided in list form for: (1) beef, dairy, and feeder cattle, (2) poultry, (3) sheep, (4) swine, and (5) corn, soybeans, oats, and wheat. Provided in tabular form are a schedule of land values by soil productivity ratings and a preliminary report on corn, soybean, wheat, and oat yields by counties in Illinois for 1969. The material can be used as a text or reference for high school or adult education students who have an agricultural interest and occupational objectives. An earlier version, "Standards for Measures of Efficiency for 1966," is available as VT 004 283 (AIM Spring 1968). (SB)

VT 010 765 ED 038 527
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC NOT AVAILABLE FROM EDRS.
OE-81015
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.281:81015, $1.25).
PUB DATE - 70 120p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL TECHNICIANS; *AGRICULTURAL ENGINEERING; *EQUIPMENT; TECHNICAL EDUCATION; POST SECONDARY EDUCATION; PROGRAM DEVELOPMENT

ABSTRACT - Developed by a subject matter specialist, this suggested curriculum guide is intended to assist school administrators, advisory committees, supervisors, and teachers in planning and developing new programs or evaluating existing ones in agricultural equipment technology. The guide provides suggested course outlines, including examples of texts and references, a sequence of technical education prodecure, farm land requirements, laboratory layouts with equipment and costs, a selected list of scientific, trade, and technical societies, and special library, faculty, and student services. Grouped under the general headings of technical courses, mathematics and science courses, auxiliary and supporting technical courses, and general courses, the 25 course outlines include: (1) Agricultural Chemical Equipment, (2) Farm Power, (3) Principles of Farm Mechanization, (4) Welding, (5) Applied Mathematics, (6) Applied Physics, (7) Accounting for Agricultural Equipment Business, (8) Agricultural Equipment Technology Seminars, (9) Selling, Distributing and Diagraming, (10) Technical Reporting, (11) American Institutions, and (12) General and Industrial Economics. The 215-hour program may be adopted to meet local, state, and regional needs. (AW)

VT 010 904
Burkhardt, Martin E.

Farm Machinery Safety for the Institutional Farm.

State Univ. of New York, Cobleskill. Agricultural and Technical Coll.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Dec69 16p.; Paper for Presentation at the Annual Farm Meeting for State Institution Farmers (Cobleskill, N.Y., Dec. 3-5, 1969).

DESCRIPTORS - *AGRICULTURAL MACHINERY; MANUALS; *AGRICULTURAL MACHINERY OCCUPATIONS; TRACTORS; ADULT FARMER EDUCATION; EQUIPMENT; FARM MECHANICS (OCCUPATION); *FARM MANAGEMENT; *AGRICULTURAL SAFETY; SAFETY; *ACCIDENT PREVENTION

ABSTRACT - Prepared by an associate professor of agricultural engineering technology, this paper is designed to aid institutional farm managers in accident prevention by increasing their awareness and knowledge of safety standards and practices related to the selection, operation, and maintenance of farm machinery and equipment. Topics covered include vehicle identification, noise control, power take-off accident prevention, tractor overturn prevention and protection, and a safety program for the institutional farm. Lists of safety rules for tractor operation, films promoting safety in farm machinery operation, and other resources for developing farm safety programs are appended. The bulletin also includes a bibliography. (AW)

VT 010 968 ED 039 346
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested 2-Year Post High School Curriculum.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.
OE-81016
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.280:81016, $1.50).
PUB DATE - Feb70 187p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *PROGRAM GUIDES; *CURRICULUM GUIDES; FARM MANAGEMENT; FARM OCCUPATIONS; FIELD CROPS; *AGRICULTURAL PRODUCTION; POST SECONDARY EDUCATION; *AGRICULTURAL TECHNICIANS; EDUCATIONAL FACILITIES; BIBLIOGRAPHIES
IDENTIFIERS - FORAGE CROPS; FRUIT PRODUCTION; VINE PRODUCTION

ABSTRACT - Prepared by a junior college under contract with the Office of Education, the curriculum materials are designed to assist school administrators, advisory committees, supervisors, and teachers in developing or evaluating post-secondary programs in farm crop production technology. Information was gathered by visits to the important farm regions and to outstanding schools with technician programs and consultations with teachers, administrators, and representatives of private business and farming. Included in the guide are: (1) suggested course outlines with course descriptions and examples of texts and references, (2) information on the sequence of technical education procedure, (3) laboratory layouts with equipment and cost, (4) discussion of land requirements, (5) sections on the library and its use, the faculty, and student selection and services, (6) a selected list of scientific, trade, and technical societies, (7) summary of costs for the curriculum options, and (8) a bibliography. Curriculum outlines and course descriptions are provided for the Field and Forage Crop Production and the Fruit and Vine Production options. Course outlines are included for: (1) Technical Specialty Crops, (2) Auxiliary and Supporting Technical Courses, (3) Mathematics and Science Courses, and (4) General Courses. A selected list of professional and technical societies and organizations concerned with crop and fruit production is appended. (SB)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 001 873
Education for Business, Program Guide and Courses of Study.

North Carolina State Dept. of Public Instruction, Raleigh
MF AVAILABLE IN VT-ERIC SET.
Publication No. 368
PUB DATE - Dec63 155p.

DESCRIPTORS - *BUSINESS EDUCATION; *PROGRAM GUIDES; PROGRAM PLANNING; EDUCATIONAL FACILITIES; EDUCATIONAL EQUIPMENT; BUSINESS EDUCATION TEACHERS; COURSE DESCRIPTIONS; SECONDARY GRADES; GUIDANCE SERVICES

ABSTRACT - Intended as an aid for administrators and teachers in developing business programs, the major portion of the guide contains the scope and sequence of course offerings, suggesting the objectives, prerequisites, procedures and content for these courses of study: (1) Basic Business-Economic Education Courses, (2) Bookkeeping I, (3) Typewriting I, (4) Advanced Basic Business-Economic Information, and (5) Specialized Business Education Courses. Other sections deal with: (1) the scope and importance of education for business, (2) modification of business programs for different kinds of high schools, (3) guidance services, (4) recommendations for facilities and equipment, and (5) a continuing plan of improvement for business teachers. A sample form for evaluating students is appended. (SB)

VT 001 881
Damian (Brother), Ed.
Bookkeeping I, Syllabus.

Brothers of the Sacred Heart, New Orleans Province, Daphne, Ala. Business Education Committee
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 34p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; *CURRICULUM GUIDES; *BOOKKEEPING; GRADE 11; GRADE 12

ABSTRACT - Curriculum materials to aid teachers in planning a first-year bookkeeping course were developed by a business education curriculum committee and are intended for students in grades 11 or 12 who have had general business, business math, and business law. Time allotment, teaching suggestions, and aims and objectives are provided for these units: (1) The Bookkeeping Cycle in Its Simplest Form, (2) The Bookkeeping Cycle with Special Journals and Subsidiary Ledgers, (3) Practice Set with Business Papers, (4) Problems in Recording Bookkeeping Transactions and Practice Set, and (5) Adapting Bookkeeping Methods to the Business. Also included are reference lists, equipment and facilities requirements, and enrichment materials for advanced students. (SB)

VT 009 527
Office Education Association Handbook.

National Youth Group for Vocational Office Education Students, Madison, Wis.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 64p.

DESCRIPTORS - *MANUALS; *ORGANIZATIONS (GROUPS); *OFFICE OCCUPATIONS EDUCATION; ACTIVITIES; LEADERSHIP QUALITIES; GUIDELINES

ABSTRACT - Information intended to assist state associations and local chapters of the Office Education Association is provided in this handbook. Types of information are: (1) an organizational chart, (2) names and addresses of national officers, (3) national constitution, (4) forms for state and local associations, (5) requirements for national, state, and chapter officers, (6) publicity suggestions, and (7) possible chapter activities. (SB)

VT 010 114
Bright, Don
Supplementary Materials Handbook for Intensive Business and Office Education. Bulletin 18.

Bowling Green State Univ., Ohio
Ohio State Dept. of Education, Columbus. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jun69 93p.

DESCRIPTORS - *RESOURCE GUIDES; *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS; BOOKS; WORKBOOKS; PHONOGRAPH RECORDS; TAPE RECORDINGS

ABSTRACT - Resource materials, examined by a study group and organized by a teacher educator, are listed for these vocational programs: (1) Accounting and Computing Occupations, (2) Business Data Processing Occupations, (3) Filing, Office Machines, and General Clerical Occupations, (4) Stenographic, Secretarial, and Related Occupations, and (5) Typing and Related Occupations. The resources are organized into these categories: (1) films, filmstrips, slides, and transparencies, (2) booklets, charts, pamphlets, posters, records, and tapes, and (3) books, practice sets, and workbooks. An address list of distributors is included. (SB)

VT 010 245
Introduction to Automatic Data Processing; A Suggested Adult Course Outline.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224.
PUB DATE - 68 67p.

DESCRIPTORS - *CURRICULUM GUIDES; *DATA PROCESSING; COMPUTER SCIENCE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; ELECTRONIC EQUIPMENT; BUSINESS EDUCATION; *ADULT EDUCATION; DISTRIBUTIVE EDUCATION

ABSTRACT - This course outline is for teacher use in introducing adults to the use of automatic data processing equipment. An advisory committee developed the scope of the course from which this guide was written by a staff of business and distributive education personnel. In addition to developing a basic understanding of automatic data processing and of the data flow through electromechanical and electronic systems, the course should also suggest the social implications of automatic data processing, and motivate adults toward further training. Fifteen sessions are needed to cover the eight lessons, which are: (1) Introduction to Data Processing, (2) The Punched Card, (3) The Punched-Card Data Processing System, (4) Electronic Data Processing Systems, (5) Designing, Programming, and Using an Electronic Computer System, (6) Computer Uses, (7) Recent Developments, and (8) The Impact of Computers on Our Society. Each lesson gives objectives, content outline, and teaching suggestions and references. Ten masters for transparencies, a bibliography, and a list of sources of audiovisual aids are appended. (GR)

VT 010 465
Wolf, William J.
Data Processing, A Course of Study.

Rutgers, The State University, New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($1.00).
PUB DATE - Jan67 44p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; TEACHING TECHNIQUES; *DATA PROCESSING; *COURSE CONTENT; CAREER OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - Developed by a high school data processing teacher, this guide is designed to help teachers implement a course in processing data by means of mechanical and/or electronic equipment to train students for entry level jobs in data processing. Topics of the content outline are: (1) definition of data processing, (2) data processing cycle, (3) history and early development, (4) evaluation of data processing equipment, (5) input media for processing data, (6) processing data by unit record punch card equipment, (7) unit record punch card equipment machine operations, (8) elements of an electronic data processing system, (9) businesses employing data processing systems, (10) general application areas of data processing, and (11) employment opportunities. Objectives, a sample unit, suggested teaching techniques and aids, enrichment activities, evaluation, textbook list, equipment and supplies, and bibliography are included. The teacher for this course should be a business teacher with an extensive commercial orientation. (SB)

VT 010 611
Business and Office Education: Before and After in Indiana.

Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 15p.

DESCRIPTORS - BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *HIGH SCHOOL CURRICULUM; TIME BLOCKS; *COOPERATIVE EDUCATION; BUSINESS SUBJECTS; STATE PROGRAMS; PROGRAM IMPROVEMENT; PROGRAM DESCRIPTIONS
IDENTIFIERS - INDIANA; INTENSIVE OFFICE LABORATORY

ABSTRACT - Improvements in business and office education were realized in Indiana through the introduction of cooperative education programs and block time teaching in office laboratories designed to be comparable to modern business offices. The improvements are listed in detail for the pupil, the parent, the school, and the employer. The business and office education curriculum for Indiana is shown as follows: Grade 9, General Business; Grade 10, Typing I; Grade 11, Typing II, Shorthand I, and Machine Calculation; Grade 12, Shorthand II, and Intensive Office Laboratory or Cooperative Office Education. The course sequence can be modified to facilitate a curricular specialty or special student needs. As a comparison with Indiana's program, the business and office education curriculum of seven other states are listed showing grade location and curriculum sequence. Brochures describing the Intensive Office Laboratory and Cooperative Office Education programs are attached. (CH)

VT 010 615
Vocational Office Education in Florida High Schools.

Florida State Dept. of Education, Tallahassee. Div. of Vocational, Technical, and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 73H-5-Revised
PUB DATE - Jul68 134p.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *HIGH SCHOOL CURRICULUM; *CURRICULUM GUIDES; *ADMINISTRATOR GUIDES; STATE PROGRAMS; PROGRAM DESCRIPTIONS; TIME BLOCKS; TEACHER CERTIFICATION; RECORDS (FORMS); INSTRUCTIONAL MATERIALS; ANNOTATED BIBLIOGRAPHIES; *TEACHING GUIDES
IDENTIFIERS - FLORIDA

ABSTRACT - Florida's vocational office education program is organized into two approaches. In the "directing time" approach, students follow a planned sequence leading to career objectives in clerical, secretarial, bookkeeping, or automation and data processing. The "block time" approach outlines a 3-hour secretarial block or a 2-hour clerical block in which course content is listed for each subject. Several sample units are offered demonstrating the integration of different skills, such as English, typewriting, dictation, filing, and mailing. Minimum requirements for teacher certification are outlined as well as detailed criteria for the selection of prospective students. Copies of forms used at the state and local levels are appended. Also appended is a 79-item annotated bibliography of instructional materials with an additional 70 citations of reference materials, periodicals, and films. (CH)

VT 010 734
Introduction to Programming PDP-8 Family Computers. Small Computer Handbook Series.

Digital Equipment Corp., Maynard, Mass. Software Writing Group
DOCUMENT NOT AVAILABLE FROM EDRS.
Digital Equipment Corporation, 146 Main Street, Maynard, Massachusetts 01754 ($2.00).
PUB DATE - 69 424p.

DESCRIPTORS - *PROGRAMING; *PROGRAMING LANGUAGES; *DIGITAL COMPUTERS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; GLOSSARIES

ABSTRACT - This text, to be used by students, programing trainees, and experienced programers, offers two approaches to learning computer programing: (1) learning to program in machine language by learning to write programs using the instructions that the computer was built to perform, and (2) learning to program in a common programing language that uses many English words and standard mathematical notations, such as FORTRAN, ALGOL or FOCAL. An introductory text to machine language programing is followed by a description of system software designed to simplify the tasks of writing, editing, assembling, compiling, debugging, and running user programs. A detailed index/glossary, a summary of instructions, answers to selected exercises, and tables of conversion codes are appended. (CH)

VT 010 747
Secretarial Techniques, Student Manual.

Civil Service Commission, Washington, D.C. Communications and Office Skills Training Center
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 103p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SECRETARIES; *OFFICE PRACTICE; *TECHNIQUES; CHARTS; RECORDS (FORMS); QUESTIONNAIRES
IDENTIFIERS - *STUDENT MANUAL

ABSTRACT - For student use in a 5-day workshop to develop understandings of the role and function of secretaries in office practice, this manual addresses the following areas: secretarial performance and responsibility, secretarial communications, secretarial human relations, secretarial leadership, and secretarial success. The document is illustrated with line drawings and charts and includes the forms required for making use of the suggestions offered. A bibliography is appended. (CH)

VT 010 773
Administrative Handbook for Business and Distributive Education.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($.50).
PUB DATE - 64 60p.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *ADMINISTRATOR GUIDES; EDUCATIONAL GUIDANCE; *MANUALS; BUSINESS SUBJECTS; DEGREE REQUIREMENTS; CORE CURRICULUM; SECONDARY EDUCATION; POST SECONDARY EDUCATION
IDENTIFIERS - NEW YORK

ABSTRACT - To assist secondary school officials in developing and maintaining strong business education programs, this handbook presents essential information about business and distributive education programs for high school students and for adults in New York State. Approved business subjects are listed as well as requirements for different kinds of state business diplomas, the approved major business sequences, suggested special business programs, and sequences for small high schools. Recommendations are made concerning the scheduling of vocational business subject offerings, cooperative and work experience programs, business and distributive education clubs, and means of improved cooperation between guidance and business education departments. Registered and approved private business schools, 2-year colleges, 4-year colleges, and universities offering business education courses in New York State are briefly described but not listed. (CH)

VT 010 774
Bookkeeping Motivation Devices. Service Bulletin No. 10.

Mountain-Plains Business Education Association, Corpus Christi, Tex.
MF AVAILABLE IN VT-ERIC SET.
Executive Secretary, Mountain-Plains Business Education Association, Del Mar College, Corpus Christi, Texas 78404.
PUB DATE - 67 16p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *BOOKKEEPING; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES

ABSTRACT - Devices to motivate bookkeeping students include: (1) Bookkeeping Puzzlegrams, (2) Hidden Terms, (3) Scramblegram, (4) Illustration of Debit and Credit Concept, (5) Work Sheet Preparation Game, (6) Incomplete Statements, (7) Bookkeeping Cycle Chart, (8) Closing Time Posters, (9) Depreciation Visualized, (10) "ACE" and "LIP" Accounts, (11) "ALP" and "ICE" Accounts, (12) Arithmetic Quickies, and (13) Flash Card Ideas. Examples of the devices and suggestions for their use are included. (SB)

VT 010 775
Typewriting. Service Bulletin No. 1.

Mountain-Plains Business Education Association, Corpus Christi, Tex.

MF AVAILABLE IN VT-ERIC SET.
Executive Secretary, Mountain-Plains Business Education Association, Del Mar College, Corpus Christi, Texas 78404.
PUB DATE - ND 5p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *TYPEWRITING; *TEACHING TECHNIQUES

ABSTRACT - Suggestions in this pamphlet for typewriting teachers are listed under these topics: (1) encouraging good posture, (2) checking typewriter table height, (3) checking for proper lighting, (4) using a demonstration stand, (5) having students chart their progress, (6) using a positive approach in teaching, (7) conducting interesting classes, and (8) making typewriters available for personal use. (SB)

VT 010 776
Your Business Teaching. Service Bulletin No. 6.

Mountain-Plains Business Education Association, Corpus Christi, Tex.
MF AVAILABLE IN VT-ERIC SET.
Executive Secretary, Mountain-Plains Business Education Association, Del Mar College, Corpus Christi, Texas 78404.
PUB DATE - ND 7p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS; *TEACHING TECHNIQUES

ABSTRACT - This pamphlet contains suggestions for effective use in business classes of these audiovisual aids: (1) bulletin board, (2) chalkboard, (3) flash cards, (4) films and filmstrips, (5) flannel board, and (6) overhead and opaque projectors. Sources of films and filmstrips are listed. (SB)

VT 011 134 ED 039 363
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
EDRS PRICE MF-$1.00 HC NOT AVAILABLE FROM EDRS.
OE-86012
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE5.286:86012, $2.00).
PUB DATE - 70 212p.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *SUPERVISORY TRAINING; *MANAGEMENT EDUCATION; UNIT PLAN; COURSE CONTENT; INSTRUCTIONAL MATERIALS; EDUCATIONAL EQUIPMENT; FEDERAL LEGISLATION; EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES; DOT

ABSTRACT - The implementation of instruction in vocational, adult, and continuing education, as prescribed in recent federal legislation, will be facilitated by this curriculum guide. The specific focus is on vocational office education programs in supervisory and administrative occupations. The guide contains suggested teaching units for 17 areas of general office education, 22 areas of specialized office education, and 11 areas of administrative office education. Each unit includes the total hours required for teaching the unit, teaching suggestions, standards of achievement, and a topical outline. The units are classified according to the dictionary of Occupational Titles. The guide includes information on job descriptions, occupational prerequisites, suggested training, selection, guidance, and counseling. Also, the inclusion of occupational and training analysis and curriculum synopses makes this guide a useful tool for teachers, counselors and administrators. Sources of educational materials and a bibliography of instructional and reference materials are appended. (CH)

VT 011 140 ED 039 365
Information Communication Occupations. A Suggested Curriculum Guide.

Office of Education (DHEW), Washington, D.C. Bureau of Adult, Vocational, and Library Programs
EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE5.286:86013, $1.50).
PUB DATE - 70 154p.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *COURSE CONTENT;

*ENTRY WORKERS; *ADULT EDUCATION; OCCUPATIONAL CLUSTERS; EDUCATIONAL EQUIPMENT; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - *COMMUNICATION OCCUPATIONS; DICTIONARY OF OCCUPATIONAL TITLES; DOT

ABSTRACT - The implementation of instruction for a variety of vocational education and manpower needs can be facilitated by this curriculum guide. The guide includes teaching units for 16 areas of general office education, eight areas of specialized office education, and three areas of administrative office education. Each unit includes the time required for teaching the unit, teaching suggestions, standards of achievement, and a topical outline. Study units are grouped for developing proficiencies in 18 occupational clusters or families which are classified according to the Dictionary of Occupational Titles. Curriculum synopses show typical fulltime training programs for entry level occupations and for foundations in specialized information communication occupations. The units are adaptable to refresher and upgrading programs for adults. Sources of educational materials and a bibliography of instructional and reference materials are appended. (CH)

VT 011 142
Morrison, Leger R.
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.

Programs for Achievement in Reading, Inc., Providence, R.I.
MF AVAILABLE IN VT-ERIC SET.
Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 ($2.50).
PUB DATE - 68 65p.

DESCRIPTORS - *TEACHING GUIDES; *TYPISTS; *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; BUSINESS EDUCATION; BUSINESS SKILLS; CLASSROOM MATERIALS; *TEACHING METHODS

ABSTRACT - The manual briefly outlines for the teacher the philosophy of the Gestalt method and gives helpful suggestions on grading, testing, and methods of presenting the material to the student. It includes a tentative time schedule, class exercises and problems, and testing and grading suggestions. This manual is part of a set that includes a student text (VT 011 145) and timed writings (VT 011 143), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 143
Timed Writing, No. 1-7.

Programs for Achievement in Reading, Inc., Providence, R.I.
MF AVAILABLE IN VT-ERIC SET.
Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (no charge).
PUB DATE - 68 8p.

DESCRIPTORS - *CLASSROOM MATERIALS; *TYPEWRITING; *TYPISTS; *OFFICE OCCUPATIONS EDUCATION; INSTRUCTIONAL MATERIALS; BUSINESS EDUCATION; BUSINESS SKILLS; *TESTS

ABSTRACT - These timed writings were prepared as classroom materials to be used in teaching beginning and advanced typewriting as part of a set that includes a student text (VT 011 145) and a teacher's manual (VT 011 142), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 145
Morrison, Leger R.
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

Programs for Achievement in Reading, Inc., Providence, R.I.
MF AVAILABLE IN VT-ERIC SET.
Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 ($5.95).
PUB DATE - 68 182p.

DESCRIPTORS - *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; *TEXTBOOKS; TEACHING METHODS; *BUSINESS EDUCATION; *CLASSROOM MATERIALS; BUSINESS SKILLS; *TYPISTS

ABSTRACT - This student manual was developed by a professor of education for beginning and advanced typewriting students. The first half of the manual, which is set up in a notebook format for easy use at the typewriter, is devoted to learning the keys. The remainder of the document covers technical details such as tabulation and centering,

and the format and style which should be used for various types of business letter, memorandums and invoices. Instructors, illustrations, drills, problems, and tests facilitate the learning process. This manual is part of a set which also includes a teachers manual (VT 011 142) and timed writings (VT 011 143), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 151
Phonics Review for Shorthand.

Programs for Achievement in Reading, Inc., Providence, R.I.
MF AVAILABLE IN VT-ERIC SET.
Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 ($.50).
PUB DATE - 66 25p.

DESCRIPTORS - *STUDY GUIDES; *PHONICS; *STENOGRAPHY; TESTS; WORKBOOKS; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This student manual was developed by business education and reading personnel to help students achieve success in learning shorthand. The manual begins with a phonetics evaluation test and is followed by six lessons that review consonant blends, diphthongs, and other areas of phonics. The manual was prepared on the workbook format including exercises for classroom use or home assignments. This material can be used in any shorthand class as a brief review or as an extensive study of phonics. An accompanying teacher's manual is available as VT 011 152 (also in this issue). (JS)

VT 011 152
Phonics Review for Shorthand. Teacher's Edition.

Programs for Achievement in Reading, Inc., Providence, R.I.
MF AVAILABLE IN VT-ERIC SET.
Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 ($.50).
PUB DATE - 66 28p.

DESCRIPTORS - *TEACHING GUIDES; *PHONICS; *STENOGRAPHY; *SECRETARIES; TESTS; CLASSROOM MATERIALS; *OFFICE OCCUPATIONS EDUCATION

ABSTRACT - This teacher's edition was developed by business education and reading personnel to assist the shorthand teacher in reviewing those areas of phonics useful to students learning shorthand. The review begins with a phonetics evaluation test complete with instructions for administering, scoring and interpreting. Following the evaluation test is a series of six lessons with exercises and solutionswhich may be completed in class or as home assignments. Teaching time for the entire unit may be a few days or several weeks depending on teaching objectives and the level of instruction. The review was prepared on a workbook format for flexibility in teaching and is available in a student edition as VT 011 151 (also in this issue. (JK)

VT 011 169
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($.50).
PUB DATE - 70 52p.

DESCRIPTORS - *TEACHING GUIDES; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; *ADULT EDUCATION; *EDUCATIONAL RESOURCES; OFFICE MACHINES; *OFFICE OCCUPATIONS; *DIRECTORIES

ABSTRACT - This resource manual suggests teaching aids for adult classes in office machines. Suggested aids include films, texts, tapes, charts, kits and practice sets, programed materials, and transparencies and are categorized under such headings as (1) filing, (2) key punch, (3) data processing, (4) typewriting, and (5) duplicating. A directory of the sources is provided. (JS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 000 013
Let's Analyze and Sell.

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($2.00).
PUB DATE - Dec50 87p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *SALESMANSHIP; SELF EVALUATION; JOB SKILLS; SALES WORKERS; TEACHING METHODS

ABSTRACT - Curriculum materials in this manual are to be used by teachers in planning a sales training course consisting of five 2-hour sessions. Role-playing and free-conference are the emphasized teaching methods for these session topics: (1) The Salesperson: An Analyst of Himself, (2) The Salesperson: An Analyst of Job Information, (3) The Salesperson: An Analyst of Customers, (4) The Salesperson: An Analyst of a Sale, and (5) The Salesperson: An Analyst of Sales. Each topical outline contains teacher suggestions and handout materials for students. A bibliography of textbooks and sales training manuals is included. (SB)

VT 001 323
Levendowski, J.C.
Test Construction in Distributive Education.

California State Dept. of Education, Sacramento. Bureau of Business Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 16p.

DESCRIPTORS - *GUIDES; *GUIDELINES; *DISTRIBUTIVE EDUCATION; *TEST CONSTRUCTION; *TESTING; TESTS

ABSTRACT - Prepared by a researcher and teacher educator, this guide for test construction lists points to observe in making tests, sample directions for each type of test, and sample questions for: (1) matching tests, (2) listing or enumeration tests, (3) cluster true-false tests, (4) completion tests, (5) case problem tests, (6) true-false tests, (7) multiple choice tests, and (8) written tests. Guidelines for administering tests and a bibliography also are included. (AW)

VT 002 568
Durham, William H., Jr.
Marketing II, Teachers Manual. Distributive Education Series.

North Carolina State Dept. of Public Instruction, Raleigh. Distributive Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 242p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *MARKETING; *MERCHANDISING; CAREER OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - Developed by a professor of marketing and validated by a committee of state supervisory personnel and high school teacher-coordinators, this guide is for teacher use in planning an occupationally-oriented course in advanced marketing. A bibliography and suggested time allotment (covering a total of 36 weeks) are provided for these units: (1) Introduction to Marketing II, (2) Merchandising, (3) Market Analysis, (4) Warehousing, (5) Transportation, (6) Finance, Credit, and Risk Taking, (7) Personnel, (8) Agricultural and Industrial Marketing, (9) Government and Marketing, and (10) Marketing Careers. Each unit contains objectives, topical outline, teaching suggestions, and a list of materials and equipment needed. A related document is available as VT 002 683 (also in this issue). (SB)

VT 002 588
Cooperative Distributive Education; Teacher's Guide to Student Activities.

North Carolina State Dept. of Public Instruction, Raleigh. Distributive Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 147p.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *TEACHING TECHNIQUES; SALESMANSHIP; MERCHANDISING; COMMUNICATION SKILLS; CAREER PLANNING; SECONDARY GRADES

ABSTRACT - The teacher's guide is designed to aid the teacher-coordinator in planning individual and group activities for students in Distributive Education I and II. The teaching techniques suggested include case studies, structured reports, and assignments related to class study, the students' jobs, and club contests. Units containing suggested activities for Distributive Education I are: (1) School and Business Relationships, (2) Sales Development, (3) Business Communications, and (4) Organizations for Distribution. Units containing suggested activities for Distributive Education II are: (1) Career Planning for Professional Growth, (2) Economics for Distribution, (3) Merchandising, and (4) Business Psychology. Each unit contains teacher information and student forms for the suggested activities. (SB)

VT 002 683
Marketing I; Teachers Manual. Distributive Education Series.

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 247p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *MARKETING; SALES OCCUPATIONS; SALESMANSHIP; MERCHANDISING; CAREER OPPORTUNITIES; GRADE 11

ABSTRACT - Developed by a committee of high school teacher-coordinators, this teacher's guide is for use in planning a first-year course in marketing for juniors who expect to enter some form of distribution, but who cannot, for various reasons, participate in a cooperative program of on-the-job training. A suggested time allotment and bibliography are provided for these units: (1) Introduction to Marketing I, (2) Sales Supporting Activities, (3) Salesmanship, (4) Sales Promotion, (5) Business Organization, and (6) Careers in Marketing. Each unit contains a list of materials and equipment needed, objectives, topical outline, and teaching suggestions. Supplementary forms and information for students are appended. A related document is available as VT 002 568 (also in this issue). (SB)

VT 010 256
Russell, Kenneth Lee
The How in Parliamentary Procedure.

Distributive Education Clubs of America
DOCUMENT NOT AVAILABLE FROM EDRS.
The Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832.
PUB DATE - 67 65p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDENT ORGANIZATIONS; *CLASSROOM MATERIALS; *COCURRICULAR ACTIVITIES; *MANUALS
IDENTIFIERS - *PARLIAMENTARY PROCEDURES

ABSTRACT - This handbook was prepared by a professor of education for those who participate in group meetings. It is useful both to high school groups such as student councils and to adult civic groups. Topics discussed include (1) rule enforcement, (2) motions, (3) elections, (4) new business, and (5) requests. A student assignment book based on this manual is available as VT 010 257 (also in this issue). (JS)

VT 010 257
The How in Parliamentary Procedure, Student Assignments.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - Jun69 29p.; Based on "The How in Parliamentary Procedure" by Kenneth L. Russell, The Interstate Printers and Publishers, Inc., Danville, Illinois, 1967.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; MANUALS; *STUDENT PROJECTS; *WORKBOOKS; *STUDY GUIDES; SECONDARY SCHOOLS; *CLASSROOM MATERIALS
IDENTIFIERS - *PARLIAMENTARY PROCEDURES

ABSTRACT - This student manual was published by a university materials laboratory to teach distributive education students the fundamentals of parliamentary procedure.

Included in the manual are twelve assignments, corresponding problems and projects, and a glossary. The assignments cover procedures such as (1) presiding, (2) the use of the gavel, (3) elections, (4) motions, and (5) recording minutes. Material is based on "The How in Parliamentary Procedure," available as VT 010 256 (also in this issue). An answer book is available from the source listed above. (JS)

VT 010 265
Luter, Robert R., Comp.
Men's Furnishings, A Distributive Education Manual.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00, answer book $2.50).
PUB DATE - May69 163p.

DESCRIPTORS - *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; MANUALS; *SALES OCCUPATIONS; *SALESMANSHIP; *SALES WORKERS; MERCHANDISING; ILLUSTRATIONS; ANSWER KEYS
IDENTIFIERS - *MENS FURNISHINGS

ABSTRACT - One of a series comprising the Dallas, Texas, Distributive Education specific curriculum, this manual is intended primarily to aid the student-trainee in acquiring merchandise and product knowledge that will assist him in selling men's furnishings. Contents include 24 topic assignments, each providing important information on the topic, questions to be answered, and suggested projects designed to allow the trainee to apply his merchandise knowledge to his training station's stock of apparel. Some representative examples of the 24 topics covered are (1) Furnishings are Fashion, (2) Construction and Style of Men's Dress Shirts, (3) Neckwear Fabrics, (4) Men's Sleepwear and Robes, (5) Helping the Customer Select a Hat, (6) Men's Sport Shirts, (7) Gloves as Apparel Accessories, (8) Men's Fashion Jewelry, and (8) Belts and Personal Leather Goods. Numerous photographs and drawings illustrate the guide, and a bibliography is provided. An answer booklet keyed to the assignment questions may be obtained for $2.50 from the source of availability indicated for this document. (AW)

VT 010 333
Service Station Safety for Young Workers.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Bureau of Labor Standards, U.S. Department of Labor, Washington, D.C. 20210.
PUB DATE - 65 28p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; *SERVICE OCCUPATIONS; SEMISKILLED OCCUPATIONS; *SAFETY EDUCATION; COOPERATIVE EDUCATION; CLASSROOM MATERIALS; *WORK EXPERIENCE PROGRAMS
IDENTIFIERS - NATIONAL SAFETY COUNCIL

ABSTRACT - This handbook for young workers was prepared in consultation with representatives of the petroleum industry and the National Safety Council. It is a summary of safe work habits for service station employees and presents general information and safety tips to follow when lubricating a car, changing a tire, or checking the radiator. (JS)

VT 010 336
Ritch, Kelly, Comp.
Receiving, Checking, and Marking, A Distributive Education Manual.

Texas Univ., Austin. Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.50, answer book $2.50).
PUB DATE - Oct69 78p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *RETAILING; *MERCHANDISING; SAFETY; JOB SKILLS; EMPLOYMENT OPPORTUNITIES

ABSTRACT - Developed by a teacher-coordinator after surveying establishments to learn up-to-date techniques, this teachers manual is to be used for student training in receiving, checking, and marking merchandise. Subject matter, questions, projects, glossary, and bibliography are provided for assignments in these sections: (1) Modern Receiving, (2) When a Shipment Arrives, (3) A System of Safeguards, (4) Marking the Merchandise, (5) Distribution, (6) Correction Department, and (7) Employment Outlook.

An earlier edition of this publication is available as VT 000 171 (AIM Spring 1968). An answer book, "Receiving, Checking, and Marking, Answer Book" may be obtained from the source of availability indicated for this document. (SB)

VT 010 337
Stockkeeping; Individual Assignments. A Distributive Education Manual.

Texas Univ., Austin. Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($2.50, answer book $1.00).
PUB DATE - Sep69 138p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *RETAILING; MERCHANDISING; WAREHOUSES; SAFETY; JOB SKILLS; SECONDARY SCHOOL STUDENTS; POST SECONDARY EDUCATION; ANSWER KEYS

ABSTRACT - Intended primarily for secondary and postsecondary distributive education students assigned the duty of stockkeeping, this manual was compiled and revised by the director of research, distributive education, at the University of Texas. Information, study questions, projects, and a bibliography are provided for assignments relating to these topics: (1) distribution organization, (2) merchandising and buying, (3) receiving, checking, and marking, (4) stock and merchandise planning and control, (5) importance and functions of stockkeeping, (6) physical characteristics and merchandise arrangement of the stockroom, (7) warehousing, (8) safety and protection of merchandise, and (9) stockkeeping duties. An earlier edition of this publication is available as VT 000 141 (AIM Spring 1968). An answer book "Stockkeeping, Answer Book" may be obtained from the source of availability indicated for this document. (SB)

VT 010 399
Your Guide to Better Meat Department Operations.

Super Market Inst., Inc., Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Super Market Institute, 200 East Ontario Street, Chicago, Illinois 60611 ($2.50).
PUB DATE - 57 66p.

DESCRIPTORS - *RESOURCE MATERIALS; GUIDES; *DISTRIBUTIVE EDUCATION; *MEAT; *FOOD STORES; *FOOD SERVICE INDUSTRY; MERCHANDISING; RETAILING

ABSTRACT - To aid supermarket operators and managers in maintaining successful meat department operations, a compilation is offered of presentations made at the Super Market Institute's Regional Meetings for Managers, and of special studies conducted by the Institute's Research Division and the National Live Stock and Meat Board. The guide presents a review of the best supermarket meat department techniques for: (1) quality control, (2) ordering, (3) receiving, (4) cutting, (5) wrapping, (6) display, (7) sanitation, and (8) special promotion. The handbook is illustrated with numerous photographs, line drawings, diagrams, and charts. (AW)

VT 010 409
Student Selection.

Ohio State Dept. of Education, Columbus. Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 1Feb67 74p.

DESCRIPTORS - *MANUALS; *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *SELECTION; COOPERATIVE EDUCATION; CLASSROOM MATERIALS; *DISTRIBUTIVE EDUCATION TEACHERS

ABSTRACT - The teacher coordinator will find this handbook useful in selecting students for his distributive education program, while the teacher educator will find the material useful in preparing teacher coordinators for the task of student selection. The handbook is divided into three color-coded sections with the first section presenting ideas for (1) the initial contact, (2) handouts to be used in the second contact, (3) evaluation procedures, and (4) program agreements. Section two is a collection of readings on student selection, and section three is a collection of sample promotional aids. (JS)

VT 010 411
Display Made Easy.

Ohio State Dept. of Education, Columbus. Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 ($2.00).
PUB DATE - ND 74p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS; *MERCHANDISING; DESIGN; *DISPLAY PANELS; DESIGN PRINCIPLES

ABSTRACT - Resource materials, prepared by the Ohio State Department of Education and emphasizing the basic concepts of displays, are included in these sections: (1) Why Study Display, (2) What is Display, (3) Display Function, (4) Display Types, (5) Display Concepts, (6) Elements of Display, (7) Principles of Arrangement and Design, (8) Arrangements, (9) Planning Displays, and (10) Observe, Practice, Study. The 53 illustrations accompanying the text are designed to be reproduced for use with overhead projector, opaque projector, bulletin board, flannel board, flash cards, or posters. A bibliography is also included. (SB)

VT 010 412
Advertising Layout and Copy.

Dade County Public Schools, Miami, Fla. Div. of Vocational, Technical, and Adult Education
Ohio State Dept. of Education, Columbus. Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 ($1.00).
PUB DATE - ND 34p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *RESOURCE MATERIALS; *PUBLICIZE; *TRANSPARENCIES; MERCHANDISING
IDENTIFIERS - *ADVERTISING LAYOUT

ABSTRACT - The 32 charts of rough layout illustrations are designed to acquaint students with the elements of an advertisement and to show that an advertisement may take many different forms by rearranging the elements. The illustrations can also be used for transparencies. (SB)

VT 010 419
Luter, Robert R., Comp.
Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums.

Texas Univ., Austin. Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($6.00).
PUB DATE - Aug69 177p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; TEACHING METHODS; PREVOCATIONAL EDUCATION; JOB SKILLS; STUDENT PROJECTS

ABSTRACT - Projects presenting the fundamentals of distribution were developed by the associate director of a distributive education instructional materials laboratory to aid teachers in planning a pre-employment distributive education course. Resource lists, teacher suggestions, and individual projects are provided for these units: (1) Personal Qualities for Success in Distribution, (2) Arithmetic for Distribution, (3) Communications in Distribution, (4) Distribution in Our Economy, and (5) Basic Selling. The first part of the manual offers suggestions for equipment, facilities, personnel, and teacher planning. A bibliography is included. (SB)

VT 010 458
Computer Games Management, Instructor's Manual.

Computer Games, Inc., Chicago Heights, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Computer Games, Inc., P.O. Box 544, Chicago Heights, Illinois 60411.

PUB DATE - Aug69 39p.

DESCRIPTORS - *TEACHING GUIDES; *MANAGEMENT GAMES; *COMPUTER ORIENTED PROGRAMS; *HIGH SCHOOL STUDENTS; EDUCATIONAL GAMES; BOOKKEEPING; ECONOMICS; DISTRIBUTIVE EDUCATION

ABSTRACT - This guide is for instructor use with a junior or senior high school class in economics, bookkeeping, management, or distributive education. Substantively, this educational game includes 16 competing small manufacturing companies which purchase raw materials for their factories so they can produce and sell finished inventories. The game is designed to require one class period per week and can fulfill the following needs in the classroom: (1) teach basic operations of business, (2) teach financial reporting language, (3) teach basic concepts of the market economy, (4) teach uses of financial reports in business operation, (5) increase the level of comprehension through decision making in active competition, and (6) provide realistic examples for use in class studies. The guide includes illustrative and descriptive materials. (CH)

VT 010 461
Ruth, William B.
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

Ohio State Dept. of Education, Columbus. Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 ($.50).
PUB DATE - ND 25p.

DESCRIPTORS - *TEACHING GUIDES; *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *SHORT COURSES; *STEALING; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES
IDENTIFIERS - *SHOPLIFTING

ABSTRACT - This outline was prepared by a coordinator of distributive education for teacher use in planning and conducting short courses in shoplifting detection and prevention for both in-school and adult programs in Ohio. Designed to permit flexibility in presenting the material, the course may be taught in four 2-hour sessions for a total of 8 hours, or in a shorter period of time on an emergency basis by the use of handouts. Emphasizing fundamental concerns of the businessman, the law enforcement agency, and the public, the course is divided into four sessions, each set up in outline form and providing content, teaching methods, and learning activities. Session I deals with the purpose and objectives of the course, with Session II expanding on the ideas developed in the first session by using qualified resource persons or related films. The third session deals with the tools of the shoplifter, conditions inducing shoplifting, and Ohio shoplifting laws, while the fourth outlines a survey concerning shoplifting in local stores that may be conducted by the class. A bibliography and supplementary material including suggestions for preventing burglaries and shoplifting are provided. (AW)

VT 010 470
Introduction to Advertising.

Ohio State Dept. of Education, Columbus. Distributive Education Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 66 63p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *PUBLICIZE; MASS MEDIA; *MERCHANDISING; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Developed by teacher-coordinators during a workshop, the curriculum materials are designed to aid the teacher in preparing a unit on advertising. Technical material, suggested activities, and references are provided for these topics: (1) Pros and Cons of Advertising, (2) Regulation of Advertising, (3) Psychology of Advertising, (4) Advertising Agencies, (5) Printed Advertising Media, (6) Broadcast Media, (7) Effect of Ratings on Television Advertising, (8) Position Media, (9) Layout and Copywriting, (10) Advertising Campaign, and (11) Creativity in Advertising. (SB)

VT 010 478
Madson, John H.
Related Guide..Job Employment, Distributive Education.

Nevada State Dept. of Education, Carson City. Distributive Education
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Sep65 20p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; CAREER CHOICE

ABSTRACT - Job application techniques are emphasized in this teaching guide, developed by a state distributive education supervisor. Part one, "Selecting the Job You Want," describes such techniques needed for getting a job as: (1) questions to ask about yourself and the job, (2) ways to locate job openings, (3) how to write a letter of application, and (4) how to prepare a personal data sheet. Part two, "How to Prepare for the Interview," contains information needed before and during the interview which includes: (1) knowledge of the company, (2) personal appearance, and (3) awareness of possible interview questions. Suggested activities, a list of do's and don't's in job hunting, and a glossary are included. (SB)

VT 010 570
Franchise Merchandising. A Suggested Adult Course Outline.

New York State Education Dept., Albany. Bureau of Continuing Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publication Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.
PUB DATE - 69 56p.

DESCRIPTORS - *MERCHANDISING; *ADULT VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; MARKETING; *BUSINESS EDUCATION; *CURRICULUM GUIDES; AUDIOVISUAL AIDS; ACHIEVEMENT TESTS; BIBLIOGRAPHIES
IDENTIFIERS - *FRANCHISE MERCHANDISING

ABSTRACT - This course outline is for teacher use in conducting a course in franchise merchandising for adults in business and distributive education. The guide was developed by the State Department of Education in cooperation with representatives of franchise businesses. The content objectives are to acquaint the student with: (1) a review of franchise operations, (2) qualifications necessary for successful franchise operations, (3) the selection of a franchise, (4) pre-opening activities, and (5) ongoing operational activities. Each unit includes objectives, content outline, teaching points and techniques, and references to resource materials. A 1-hour final examination, suggestions for use of transparencies, and a selected bibliography are appended. (CH)

VT 010 619
Hodges, Duaine
Variety Store Merchandising; A Course of Study Designed for Cooperative Part-Time Students Employed in Variety Stores.

Missouri State Dept. of Education, Jefferson City. Cooperative Industrial and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).
PUB DATE - Aug67 137p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *STUDY GUIDES; *MERCHANDISING; MERCHANDISE INFORMATION; RETAILING; SALESMANSHIP; DISPLAY PANELS; JOB SKILLS; ASSIGNMENTS

ABSTRACT - Content and teaching methods, including job skills, mechanical procedures, and technical and related information, are provided for these 22 variety store merchandising areas: (1) household utensils, (2) chinaware, (3) glassware, (4) tableware, (5) linens, (6) bedding, (7) notions and yard goods, (8) draperies, curtains, and upholstery, (9) floor coverings, (10) paint, wallpaper, and hardware, (11) paper and related products, (12) natural and synthetic rubber, (13) plastic products, (14) leather goods, (15) cosmetics, (16) jewelry, (17) clothing accessories, (18) lingerie, (19) ladies' outerwear, (20) men's and boy's wear, (21) sporting goods, and (22) toys and games. Assignments, keyed to each unit and designed to develop the student's personal-social traits for the job skills and procedures, contains introductory information, the assignment, reference sources, and study questions. (SB)

VT 011 070
Sullivan, James M., Comp.
Farm, Home, and Garden Supplies. Junior College Series.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - Dec69 187p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES WORKERS; *COOPERATIVE EDUCATION; OFF FARM AGRICULTURAL OCCUPATIONS

ABSTRACT - Compiled by a subject matter specialist, this manual is for use by vocational agriculture students enrolled in cooperative programs in agricultural supplies sales and services. Contents include five sections, each broken down into separate assignments providing material to be learned, questions, and projects. Section headings are: (1) The Farm, Home, and Garden Supplies Salesman, with three assignments covering opportunities for salesmen, improvement, and multiple sales, (2) Animal Feeds, with 28 assignments dealing with feed sources, nutrition, balancing rations, feed content, etc., (3) Fertilizer and Soil Amendments, with eight assignments on soils, soil testing, and necessity, types, and application of fertilizers, (4) Chemicals on the Farm, providing one assignment on agricultural chemicals, and (5) Seed Vegetative Propagation, with four assignments covering types and quality of seeds. A bibliography is included. An answer book, "Answer Book for Farm, Home, and Garden Supplies", may be obtained from the source of availability indicated for this document. (AW)

VT 011 314
Batis, Harry Patterson, Comp.
Small Electric Appliances; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($6.00, complete kit $45.00).
PUB DATE - Jun70 93p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; *ELECTRICAL APPLIANCES; STUDENT PROJECTS; BIBLIOGRAPHIES; RETAILING

ABSTRACT - This student manual was published by a distributive education laboratory to provide training in retailing small electric appliances. The manual was compiled by a former salesman and manager in consultation with a home economist and manufacturers. Projects, questions, and illustrations supplement the 18 assignments which cover the use, care, and features of small appliances which make home tasks easier, help prepare food or provide comfort, or help to achieve body hygiene and good grooming. This workbook includes a bibliography and a glossary and is one of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue) and an answer book for the entire set available from the source listed above. (JS)

VT 011 315
Batis, Harry Patterson, Comp.
Home Entertainment Equipment; Appliance Sales Training.

Texas Univ., Austin, Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($7.00, complete kit $45.00).
PUB DATE - Jun70 93p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; *AUDIO EQUIPMENT; BIBLIOGRAPHIES; COLOR TELEVISION; RETAILING
IDENTIFIERS - *HOME ENTERTAINMENT EQUIPMENT

ABSTRACT - This student manual was published by a distributive education laboratory to provide training for salesmen in retailing home entertainment equipment. The material was compiled by a former salesman and manager in consultation with educators and businessmen. Projects, questions, and illustrations supplement the 11 assignments on (1) learning objectives, (2) recorded sound and stereo components, (3) recorder systems, (4) radios and televisions, and (5) cabinetry. This workbook includes a bibliography and glossary and is one of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

2

VT 011 316
Burbrink, Pauline W., Comp., And Others
Selling and Management in Appliance Retailing; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($6.00, complete kit $45.00).
PUB DATE - 70 119p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; BIBLIOGRAPHIES; *RETAILING; *MANAGEMENT DEVELOPMENT

ABSTRACT - This student manual was compiled by personnel of a distributive education laboratory in consultation with businessmen, to provide on-the-job selling and management instruction in appliance retailing. Projects, questions, and charts supplement the 18 assignments on selling and areas of management. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 001 314-VT 011 321 (also in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 317
Burbrink, Pauline W., Comp.
Dishwashers and Disposers; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Industrial Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00, complete kit $45.00).
PUB DATE - 70 92p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; *ELECTRICAL APPLIANCES; BIBLIOGRAPHIES; RETAILING
IDENTIFIERS - *DISHWASHERS AND DISPOSERS

ABSTRACT - Personnel of a distributive education laboratory in consultation with businesses, trade associations, and public service organizations, compiled this student manual for instruction in selling dishwashers and disposers. Projects, questions, and illustrations supplement the 12 lessons. Eight lessons cover the dishwasher--learning objectives, benefits of ownership, installation, use, and care, and four cover waste disposals--methods of disposal, design and construction, and incinerators. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 318
Luter, Robert R., Comp.
Cooling and Heating Equipment; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00, complete kit $45.00).
PUB DATE - 70 86p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; STUDENT PROJECTS; *AIR CONDITIONING EQUIPMENT; RETAILING; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - *HEATING EQUIPMENT

ABSTRACT - This student manual was compiled by education personnel in a distributive education laboratory, in consultation with manufacturers and trade associations, to provide instruction in selling cooling and heating equipment. Projects, questions, and illustrations supplement the 17 assignments, which cover material on evaporative coolers, refrigerated air conditioning, room air conditioners, heat pumps, humidifiers, and gas and electrical heating equipment, and assisting the customer. This workbook is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 319
Luter, Robert R.
Ranges and Cooking Units; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($6.00, complete kit $45.00).
PUB DATE - 70 110p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; BIBLIOGRAPHIES; *SALES OCCUPATIONS; *RETAILING
IDENTIFIERS - *RANGES AND COOKING UNITS

ABSTRACT - This student manual was compiled by education personnel in a distributive education laboratory, in consultation with businesses and trade associations, to provide instruction in selling ranges and cooking units. Projects, questions, and illustrations supplement the 11 assignments which cover material on customer buying decisions, range designs and styles, and selling the electric, gas, and electronic ranges. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 320
Luter, Robert R., Comp.
Home Laundry Equipment; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($7.00, complete kit $45.00).
PUB DATE - 70 132p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; RETAILING; *ELECTRICAL APPLIANCES; BIBLIOGRAPHIES; STUDENT PROJECTS; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - *HOME LAUNDRY EQUIPMENT

ABSTRACT - This student manual was compiled by education personnel in consultation with manufacturers to provide instruction in selling home laundry equipment. Projects, questions, and illustrations supplement the 16 assignments, which include material on home laundry aids, information customers need, automatic and nonautomatic washers, their use, care, design, and construction, and combination washer-dryers. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 321
Luter, Robert R., Comp.
Refrigerators and Freezers; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.00, complete kit $45.00).
PUB DATE - 70 88p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; RETAILING; STUDENT PROJECTS; BIBLIOGRAPHIES; *REFRIGERATION; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - *REFRIGERATORS AND FREEZERS

ABSTRACT - This student manual was compiled by education personnel in consultation with manufacturers and others, to provide instruction in selling refrigerators and freezers. Projects, questions, and illustrations supplement the 16 assignments which include material in food preservation, electro-mechanical and gas absorption systems, cabinet design and construction, use and care of equipment, and selling home freezers. This is part of a set of eight training manuals available as VT 011 314-VT 013 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 000 270
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.

Texas Univ., Austin. Dept. of Industrial Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas,
Austin, Texas 78712.
PUB DATE - Jun63 317p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; HEALTH EDUCATION; *TEACHING GUIDES; *MANUALS; PRACTICAL NURSING; NUTRITION; COURSE CONTENT; *HEALTH PERSONNEL
IDENTIFIERS - TEXAS

ABSTRACT - A program of study, a time schedule, and lesson outlines are presented for teachers working in programs conforming to the standards set up by the Texas State Board of Vocational Nurse Examiners. Areas of study are: (1) Personal and Vocational Adjustments, (2) Community Health, (3) Vocational Nursing Skills for Home or Hospital, (4) Common Emergency Needs, (5) Administration of Medicine, (6) Nutrition in Health and Disease, (7) Body Structure and Function, (8) The Life Span, Including Infancy, Childhood, Youth, Adulthood, Parenthood, and Old Age, and (9) Experience in Meeting Needs of Patients (applicatory experience). Lessons in each area generally include references, instructional aids, introduction, lesson outline, check-up test, and test answers. A sample set of forms and records endorsed by the Examiners for standard use in all accredited schools of vocational nursing, and a listing of films that have been found useful in certain classes are included. An Instructor's Source Book is available as VT 000 330 (also in this issue). (PS)

VT 000 330
Instructor's Source Book, Vocational Nurse Training Program, Multiple-Choice Test Questions (Prepared Especially for Use with Machine Scoring Answer Sheets), Questions Based on Patient-Centered Nursing Situations.

Texas Univ., Austin. Dept. of Industrial Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas,
Austin, Texas 78712.
PUB DATE - Jan64 59p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *TESTS

ABSTRACT - These sample multiple-choice questions were developed by instructors attending workshops for instructors of vocational nursing, and are based on subjects in the "Manual for Instructors of Vocational Nursing" (VT 000 270, also in this issue). They are intended for use with machine scoring answer sheets. General areas covered are medical nursing, surgical nursing, obstetrics, pediatrics, and selected subjects ranging from "cataract" to "shock." Answers are indicated. (PS)

VT 000 359
Nursing Home and Extended Care Administration, A Certificate Program. Curriculum.

Portland State Coll., Ore.
Oregon State System of Higher Education, Corvallis. Div. of Continuing Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 246p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *INSTRUCTIONAL ADMINISTRATION; *NURSING HOMES; ADULT VOCATIONAL EDUCATION; STATE COLLEGES; BIBLIOGRAPHIES

ABSTRACT - A syllabus is given for the 90-week certificate program in nursing home administration held on a weekly evening schedule on the campus of Portland State College and having as its aim the preparation of nursing home and extended care facility administrators for responsible, creative, and skilled leadership. The overall planning and administration of the program was directed by a faculty member in the School of Social Work with a faculty member in the sociology department as curriculum consultant. Specialists in various areas serve on the faculty. Content is presented in narrative and outline form. Teaching methods, techniques, and resources are suggested; bibliographies and handouts are included. The major content areas are: (1) Administrative Process, (2) Chronic Illness, (3) Medical Care Administration, (4) Rehabilitation Therapies, (5) Recreation, Socialization, (6) Environmental Health

Control, (7) Nutrition and Food Planning, (8) Fiscal Administration, and (9) Community Relationships. (JK)

VT 011 042
Soltesz, Shirley E.
Selected Medical Terminology.

Argyle Publishing Corp., New York, N.Y.
United Hospital Fund of New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003 ($9.75).
PUB DATE - 68 415p.

DESCRIPTORS - *PROGRAMED TEXTS; *PARAMEDICAL OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; AUTOINSTRUCTIONAL AIDS; *HOSPITAL PERSONNEL; VOCABULARY; *MEDICAL VOCABULARY; ADULT VOCATIONAL EDUCATION

ABSTRACT - Written by the project director of the Argyle Publishing Corporation, this programed text will provide nonprofessional hospital personnel with self-instruction in pronunciation, spelling, and definitions of nearly 200 frequently used medical terms. Contents cover five major subject areas: (1) Basic Abnormal Conditions of the Body, (2) Basic Word Stems and Suffixes, (3) Anatomy, Stem Words, Prefixes and suffices, (4) Descriptive Opposites, and (5) Emergency Terms. The format consists of statements or questions requiring responses, followed in the next column by the answers. An index of terms is also included. The trainee using this text should have a command of the English language, skills and knowledge equivalent to a high school graduate, and should be employed where he will be able to hear and apply the terms learned. (AW)

VT 011 073
Guidelines for the Training of Central Service Aides.

Florida State Dept. of Education, Tallahassee. Div. of Vocational, Technical, and Adult Education
MF AVAILABLE IN VT-ERIC SET.
Bulletin 77L-6
PUB DATE - Jul69 23p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; GUIDELINES; SERVICE OCCUPATIONS; *HEALTH PERSONNEL; HOSPITALS; NURSING HOMES; *PARAMEDICAL OCCUPATIONS; ON THE JOB TRAINING; PROGRAM DESCRIPTIONS
IDENTIFIERS - *CENTRAL SERVICE AIDES

ABSTRACT - Developed by the Florida Division of Vocational, Technical, and Adult Education, this program guide contains guidelines for a training course for central service aides. Trainees should be at least 18 years of age with an eighth-grade or equivalent education and minimum score on appropriate aptitude test. Enrollment should be limited to a maximum of 15 students, and the teacher should be a registered nurse with recent experience in nursing and a valid vocational education teaching certificate. The course consists of 100 hours of clinical experience in an approved hospital or nursing home and 80 hours of classroom instruction in these suggested topics: (1) general care of supplies and equipment, (2) sterilization and disinfection, (3) preparation of linens for use, (4) preparation of trays for sterilization, (5) preparation of equipment for reuse, (6) dispensing of supplies and equipment, and (7) effective storage methods. A sample course outline, suggested reading materials, contractual agreement, and suggested equipment and supplies are appended. (SB)

VT 011 175 ED 040 285
Curriculum Guide for Health Occupations.

Oregon State Board of Education, Salem. Div. of Community Colleges and Career Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Oregon Board of Education, Community Colleges and Career Education, 942 Lancaster Drive, NE, Salem, Oregon 97310.
PUB DATE - Dec69 163p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *STATE CURRICULUM GUIDES; *HEALTH OCCUPATIONS; TASK ANALYSIS; *COURSE CONTENT; MANPOWER NEEDS; *OCCUPATIONAL CLUSTERS; PROGRAM GUIDES; EMPLOYMENT OPPORTUNITIES; JOB SKILLS; SECONDARY GRADES; ENTRY WORKERS; CURRICULUM PLANNING

ABSTRACT - Developed by teachers and representatives of the health service industries, this curriculum guide outlines the basic skills and knowledge necessary for entry-level competencies in the health field or for entrance into a post-high school or university programs. Section 1, Occupational and Instructional Data, provides manpower data and an analysis of tasks and duties for: (1) dental assistant, (2) dental hygienist, (3) dental laboratory technician, (4) medical assistant, (5) inhalation therapist, (6) medical-laboratory assistant, (7) nurses aide, (8) nurses, general duty, (9) nurses, licensed practical, and (10) occupational therapy aide. Section 2, Cluster Curriculum, includes a suggested secondary curriculum pattern for Grades 9-12 and descriptions of suggested specialty courses for Grades 11 and 12. Section 3, Occupational Specialty Courses, provides objectives, content, learning activities, and evaluation for: (1) Human Body Structure and Function, (2) Microbes and Disease, (3) Health Team Relations, (4) Patient Relations, and (5) Health Care Skills I and II. Evaluative criteria, equipment and supply costs, sources for instructional materials, instructor qualifications, and employment opportunities are appended. (SB)

VT 011 220
Oral Histology.

American Dental Assistants Association, Chicago, Ill. Education Committee
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 58 12p.

DESCRIPTORS - *CURRICULUM GUIDES; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION

ABSTRACT - This guide is intended to provide the dental assistant with a general knowledge of the tissues of the oral cavity and of the process of tooth development. The 12-hour course presents brief introductory material followed by topical outlines covering: (1) oral mucous membrane, (2) gingiva, (3) glands of the oral cavity, (4) tooth development and eruption, (5) tissues of the tooth, and (6) supporting structures. A suggested assignment project, text references, and a vocabulary list are included. (AW)

HOME ECONOMICS
EDUCATION
SECTION

VT 001 998
Home Economics Humanities Media Guide, Project CUE, Culture, Understanding, Enrichment.

New York State Education Dept., Albany
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.
PUB DATE - 65 158p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE GUIDES; RESOURCE MATERIALS; *AUDIOVISUAL AIDS; FILMS; FILMSTRIPS; LESSON PLANS

ABSTRACT - To integrate the arts into the home economics curriculum, the New York State Department of Education developed this resource guide containing a wide selection of classroom-tested materials related to areas in the state home economics curriculum guide. The 53 resources include films, filmstrips and records, slide sets, pictures, and books and booklets, many of which touch upon more than one home economics curriculum area. The materials are indexed according to these areas of emphasis: (1) Beauty in Appearance, (2) Creativity Through Food, (3) Esthetics of Family Housing and Dress, (4) Understanding of Peoples Around the World, and (5) Personal Appreciation of Beauty. A lesson plan, built around each of the 53 resource materials, contains: (1) home economics curriculum area, (2) purpose of the lesson plan, (3) synopsis of the information in the media, (4) preparation of the class for the media, (5) suggested followup and related creative activities, and (6) related materials. A list of producers is included. (SB)

VT 002 808
Dollars Demand Decisions: A Generalization Approach to a Unit in Consumer Buying.

Denver Public Schools, Colo.
National Committee for Education in Family Finance, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 111p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *RESOURCE UNITS; *CONSUMER EDUCATION; CONCEPT TEACHING; GENERALIZATION; *MONEY MANAGEMENT

ABSTRACT - Prepared by a team of junior and senior high school teachers during a workshop on education in family finance, this teaching unit in consumer buying includes the following color-coded sections: (1) Deciding What to Buy, (2) Deciding Quality to Buy, (3) Deciding Where to Buy, (4) Deciding When to Buy, (5) Deciding How to Use Advertising, and (6) Deciding How to Pay. Each section contains a broad generalization, followed by several related concepts. Desired behavior, main ideas, suggested learning experiences, and references and teaching aids accompany each concept. Charts, suggested sample test questions, and a bibliography of books, pamphlets, and films are appended. (SB)

VT 009 884
Toward Better Evaluation in Home Economics.

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Home Economics Section, State Department of Education, Columbia, South Carolina 29201 (Limit: one per state supervisor of home economics education).
PUB DATE - 69 117p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *EVALUATION TECHNIQUES; STUDENT EVALUATION; COURSE EVALUATION; PROGRAM EVALUATION; SECONDARY GRADES; *TESTS

ABSTRACT - Developed and tested by six committees of high school teachers, this manual is for teacher and administrator use in evaluating high school home economics courses and students. Major sections are: (1) Evaluating at Various Levels of Learning, (2) Evaluating the Total Home Economics Program, (3) Evaluating Areas of the Home Economics Program, (4) Evaluating Phases of the Home Economics Program, (5) Evaluating Teaching Resources, and (6) Improving Teacher-Made Tests. Each section contains suggested evaluation techniques and examples of evaluation devices, which include pretests and posttests, motivational techniques, interest and attitude surveys, rating scales, scorecards, checklists, progress checks, and item analysis of tests. Use of behavioral objectives is stressed. (SB)

VT 010 742
Dale, Verda M.; Uhlinger, Susan J.
Resources in Home Economics for the Blind Homemaker.

Massachusetts Home Economics Association, Amherst
MF AVAILABLE IN VT-ERIC SET.
Massachusetts Home Economics Association, Skinner Hall, University of Massachusetts, Amherst, Massachusetts 01002 ($.50).
PUB DATE - 69 26p.

DESCRIPTORS - *BIBLIOGRAPHIES; *HOMEMAKING EDUCATION; *BLIND; BRAILLE; TAPE RECORDINGS; RESOURCE MATERIALS

ABSTRACT - Selected to provide information to blind homemakers and to aid teachers in home economics instruction, this bibliography of resource materials contains materials published 1929-1968. Areas include: (1) General References, (2) Agencies and Institutions, (3) Child Development and Family Relations, (4) Home Management, (5) Textiles and Clothing, (6) Etiquette, (7) Money Management, (8) Nutrition and Health, (9) Diabetes, (10) Cookbooks, (11) Magazines and Popular Publications, and (12) Miscellaneous References. Within each subject area the materials are listed by availability: braille, records, tape recordings, and print. A few of the citations are annotated. (SB)

VT 010 874 ED 039 339
Simpson, Elizabeth Jane
Home Economics Education at the Secondary Level; A Curriculum Model (With Emphasis on the Occupational Aspect).

Illinois Univ., Urbana. Coll. of Education
Illinois Research and Development Coordinating Unit, Springfield
EDRS PRICE MF-$1.25 HC-$13.60
PUB DATE - 69 270p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *PREVOCATIONAL EDUCATION; WORK EXPERIENCE PROGRAMS; CHILD CARE OCCUPATIONS; FOOD SERVICE OCCUPATIONS; SERVICE OCCUPATIONS; SECONDARY GRADES
IDENTIFIERS - CLOTHING RELATED OCCUPATIONS

ABSTRACT - To relate the three major aspects of the home economics program at the secondary level, a curriculum model consisting of education for homemaking and family life, education for employment utilizing home economics knowledge and skills, and pre-professional education was developed by the director of the Department of Vocational and Technical Education and Bureau of Educational Research, University of Illinois. A scope and sequence chart and course outline for Grades 7-12 are given for all three aspects of the curriculum model. Detailed plans for a sequence of prevocational units, which were field tested at the 7th, 8th, and 10th-grade levels and revised, contain objectives, generalizations, content, learning experiences, teaching aids, means of evaluation, and references. Also included are curriculum guides for 11th and 12th grade occupationally oriented classes. Objectives, generalizations, content, learning experiences, teaching aids, means of evaluation, and references are provided for courses in child care as well as food and clothing services. (SB)

VT 011 029
Overhead Projection in the Home Economics Classroom. A 3M Monograph.

Minnesota Mining and Manufacturing Co., St. Paul. Visual Products Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
Visual Products Division, Three M Company, Box 3100, St. Paul, Minnesota 55101 ($.60).
PUB DATE - 68 25p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; *OVERHEAD PROJECTORS; AUDIOVISUAL AIDS; CONCEPT TEACHING; TRANSPARENCIES

ABSTRACT - Developed by the Minnesota Mining and Manufacturing Company, this resource material for teachers of home economics describes the advantages of the overhead projector and techniques for its use. Included are suggestions and illustrations for: (1) using overhead projection in home economics classes, (2) projecting student work, (3) encouraging student participation, (4) using opaque objects for projection, and (5) presenting other types of teaching-learning concepts on the overhead projector. (SB)

VT 011 179
Kudo, Emiko I.; Nakagawa, Barbara D.
Home Economics Curriculum Guide for Hawaii.

Hawaii State Dept. of Education, Honolulu. Home Economics Education Section
MF AVAILABLE IN VT-ERIC SET.
Department of Education, Home Economics Education, P.O. Box 2360, Honolulu, Hawaii 96804 ($2.50).
PUB DATE - 67 90p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *STATE CURRICULUM GUIDES; SECONDARY GRADES; CURRICULUM PLANNING; *COURSE OBJECTIVES

ABSTRACT - Developed by home economics teachers and teacher educators under the direction of state program specialists, this curriculum guide is for teacher use in planning programs at the beginning (Home Economics I), intermediate (Home Economics II), advanced (special interest courses), and co-educational (family living) levels. Section I includes the philosophy of the home economics program and implications of this philosophy for the classroom. Implications for the classroom are also given for adolescent development and behavior patterns and for the changing patterns for family living. Section II, which is color-coded, contains a scope and sequence chart, time allotment, suggested course titles and descriptions, and general objectives and basic generalizations for these areas: (1) human development and the family, (2) housing, (3) management and family economics, (4) food and nutrition, (5) clothing and textiles, and (6) personal and family health. (SB)

VT 011 294
A Guide to Budgeting for the Family. Home and Garden Bulletin No. 108.

Agricultural Research Service (DOA), Washington, D.C. Consumer and Food Economics Research Div.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1:77:108, $.10).
PUB DATE - Jan70 16p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; *MONEY MANAGEMENT; *BUDGETING; *CONSUMER EDUCATION

ABSTRACT - Prepared by the Consumer and Food Economics Research Division of the Agricultural Research Service, this budgeting guide contains information and sample planning charts for: (1) Steps in Making a Budget, (2) Carrying Out the Budget, and (3) Using Consumer Credit. A list of other available pamphlets is included. (SB)

VT 011 352
Homemaking in the Sixth and Seventh Grades. Curriculum Bulletin No. 173.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun68 89p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *ELEMENTARY SCHOOL CURRICULUM; GRADE 6; GRADE 7

ABSTRACT - Developed by a curriculum committee and revised by teachers in the field during the 1967-1968 school year, this teaching guide contains homemaking experiences for boys and girls in the sixth and seventh grades. Units for grade 6 are: (1) Teamwork in the Home, (2) Special Occasions in Our Lives, (3) It Is Your Home Too, and (4) So You Can Sew. Units for grade 7 are: (1) Putting Your Best Foot Forward, (2) Clothes for You, (3) Observing the Special Days, (4) Helping Younger Children, and (5) Time for Eating. Each unit is introduced by an overview, followed by suggestions for starting the unit, generalizations and suggested learning experiences, evaluation techniques, and teaching aids. A section of general teaching aids is included. (SB)

INDUSTRIAL ARTS EDUCATION SECTION

VT 000 239
Industrial Arts Supplement. Career Guidance Series. Curriculum Bulletin, 1967-68 Series, No. 3d.

New York City Board of Education, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 ($4.00).
PUB DATE - 67 197p.

DESCRIPTORS - *INDUSTRIAL ARTS; *RESOURCE GUIDES; *RESOURCE MATERIALS; CONSTRUCTION INDUSTRY; POWER MECHANICS; *LESSON PLANS; *TEACHING PROCEDURES; PRINTING; MAINTENANCE; WORKSHEETS; JUNIOR HIGH SCHOOL STUDENTS
IDENTIFIERS - *CAREER GUIDANCE SERIES

ABSTRACT - This resource guide offers industrial arts teachers project ideas and guides for developing shop activities in the following major industrial areas: General Construction and Repair, Building Construction and Maintenance, Power Mechanics, and In-Plant Printing. The projects in each area include materials and equipment lists, visual aids, procedures, outcomes, references, and assignments. The guide also contains plans and suggestions for organizing a multi-area shop to provide the pupils with a diversified program of shop experiences. Twenty-nine operation sheets are appended. This guide is to be used in conjunction with "Industrial Arts" available as VT 001 359 (also in this issue). (GR)

VT 001 359
Industrial Arts. Career Guidance Series. Curriculum Bulletin, 1966-67 Series No. 8j.

New York City Board of Education, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 ($2.00).
PUB DATE - 66 189p.

DESCRIPTORS - *INDUSTRIAL ARTS; *RESOURCE MATERIALS; *JUNIOR HIGH SCHOOLS; *CAREER PLANNING; POWER MECHANICS; CONSTRUCTION INDUSTRY; BUILDING TRADES; OFFICE MACHINES

ABSTRACT - This resource guide is for teachers of industrial arts in the Career Guidance Program to use in providing pupils with industrial activities and related academic experiences at the junior high school level. It was developed by a group of supervisors and teachers as an experimental study to create a program for potential dropout students and revised during three years of trial and evaluation. The guide presents suggested methods, materials, and instructional aids in four areas: (1) General Construction and Repair, (2) Building Construction and Maintenance, (3) Power Mechanics, and (4) Office Duplicating Machines. Each area contains a list of processes and skills to be taught, related academic learnings to be developed, materials, tools, and equipment to be used, and suggested resource lessons. A related supplement is available as VT 000 239 (also in this issue). (GR)

VT 002 112
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.

Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 70p.

DESCRIPTORS - *INDUSTRIAL ARTS; *POWER MECHANICS; *STATE CURRICULUM GUIDES; SECONDARY EDUCATION; *TEACHING GUIDES; COURSE DESCRIPTIONS; COURSE ORGANIZATION; PROGRAM CONTENT; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; LABORATORY EQUIPMENT; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by a group of teacher educators, state and local administrators, and high school teachers, this guide is for teacher use in planning a course of study in power mechanics for grades 7 through 12. Following a list of general objectives is the teaching outline of units in: (1) Introduction to Power Mechanics, (2) Power Generation Through Prime Movers, (3) Power Measurement, (4) Power Transmission, (5) Fuels and Lubricants, (6) Internal Combustion Engines, (7) Steam, and (8) Atomic and Solar Energy. Each unit includes teaching activities, student activivies, junior high or senior high school level, technical content outline, text references, and audio-visual materials. A text and reference list, an audio-visual materials and source address list, suggested laboratory facilities and instructional equipment, sources for instructional materials, and sources for free and inexpensive teaching materials are appended. (GR)

VT 002 345
Woodward, Robert L.
Industrial Arts Safety Instruction.

California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 70p.

DESCRIPTORS - *INDUSTRIAL ARTS EDUCATION; *SAFETY EDUCATION; *LABORATORY SAFETY; SAFETY EQUIPMENT; ACCIDENT PREVENTION; *EQUIPMENT UTILIZATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; RESOURCE GUIDES; FIRE PROTECTION

ABSTRACT - Based upon a study conducted by the author, a consultant in industrial arts education, this guide is for teacher and student use in providing safety instruction and evaluation of safety instruction in the use of tools and equipment in industrial arts courses was prepared to: (1) help the industrial arts teacher in small schools meet safety needs, (2) serve as a basis for reorganizing existing safety programs, (3) meet certain legal requirements of accident liability and required safety instruction, and (4) provide a basis for carrying out the rules and regulations of the state safety division. Sections include safety instructions for metalworking equipment, woodworking equipment, automotive and power mechanics equipment, electrical and electronic equipment, and graphic arts equipment. The sections also include safety test questions and answers. (GR)

VT 002 650
Guide Lines for the Junior High School Industrial Arts Program of Champaign Community Unit No. 4, Champaign, Illinois.

Champaign Community Unit 4 School District, Ill.
MF AVAILABLE IN VT-ERIC SET.
Champaign Community School Unit No. 4, 703 South New, Champaign, Illinois ($5.00).
PUB DATE - 16Jun66 301p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; DRAFTING; ELECTRICITY; METALS; PLASTICS; POWER MECHANICS; PRINTING; WOODWORKING; *COURSE CONTENT

ABSTRACT - Developed by a committee of industrial arts teachers, this curriculum guide is for teacher use in co-ordinating junior high school industrial arts programs. General objectives and a course analysis as well as unit outlines containing specific objectives, study outline, and references are offered for these subjects: drafting, electricity, general metals, plastics, power mechanics, printing, and woodworking. The material is designed to be used over one semester or a full year by individual units. (GR)

VT 003 553
Salmon, Daniel A., Ed.
Drafting Experiences for Intermediate School Pupils, A Resource Bulletin for Teachers of Industrial Arts. Curriculum Bulletin, 1966-67 series, no. 9.

New York City Board of Education, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 ($3.00).
PUB DATE - 67 83p.

DESCRIPTORS - *RESOURCE GUIDES; INDUSTRIAL ARTS; *CORRELATION; *INTERMEDIATE GRADES; *DRAFTING; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Developed by a curriculum coordinator, this resource guide was later tested in cooperating junior high schools. The materials may be used in a one-term course for teaching drafting skills, but suggestions are also given for correlating these materials with science, mathematics, language arts, social studies, art, health education, and other industrial areas. The aim, suggested activities, discussion topics, teacher demonstration, and assignments and homework are outlined for each of the 24 lesson plans. A section devoted to teacher suggestions covers: (1) resources and aids, (2) necessary equipment and materials, (3) visual aids, (4) classroom management, and (5) teaching techniques. (DM)

VT 007 363
Warfield, C.H.
Teaching Aids in Electricity. Work Shop.

American Society of Radiologic Technologists, Fond du Lac, Wis.
MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 537 South Main Street, Fond du Lac, Wisconsin 54935 ($1.15).
PUB DATE - ND 38p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS; *ELECTRICITY; *EDUCATIONAL EXPERIMENTS; LABORATORY EXPERIMENTS; *DEMONSTRATIONS (EDUCATIONAL); LABORATORY PROCEDURES; MAGNETS; ELECTRIC CIRCUITS

ABSTRACT - This resource unit is for teacher use in planning and conducting common experiments and demonstrations of electricity to enable students to better understand some of the fundamentals of electricity. The experiments have been taken from standard treatices on electricity, and a list of apparatus needed, where it can be obtained, and, in some cases, approximate costs are included for each experiment. The document is illustrated with line drawings. A list of references is appended. (GR)

VT 008 258 ED 039 314
Instructional Units for Industrial Materials, Vol. I.

San Jose State Coll., Calif.
EDRS PRICE MF-$1.50 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 68 385p.; Materials prepared at NDEA Institute for Advanced Study in Industrial Arts (San Jose State Coll., Jun 24-Aug 2, 1968)

DESCRIPTORS - *INDUSTRIAL ARTS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS TEACHERS; TECHNICAL EDUCATION; TRANSPARENCIES; AUDIOVISUAL AIDS; SLIDES; *RESOURCE MATERIALS; TEACHER DEVELOPED MATERIALS; MATERIAL DEVELOPMENT; *METALS; METALLURGY; WOODWORKING; *LUMBER INDUSTRY; ADHESIVES; LABORATORY EXPERIMENTS
IDENTIFIERS - NATIONAL DEFENSE EDUCATION ACT; *NDEA INSTITUTE

ABSTRACT - Teachers, supervisors, and teacher educators who participated in the 1968 NDEA Title XI Institute developed experiments and instructional units to be used by industrial arts and technical education teachers. The program involved a study and development of industrial materials, field testing, and the preparation of transparencies and slides. The first volume contains two general units on elements and structure of matter, 14 units covering various properties of metal, and 10 units on forest products. Each unit gives instructional level, title, and presentation time, and most units outline objectives, inter-relationship with other subjects, use in industry, materials and equipment, educational media, utilization in the teaching-learning environment, definition of terms, evaluation and observation methods, and references. Transparency masters are included and information for purchasing the 63-slide and narrative presentation is available from the Industrial Studies Department at San Jose State College. Volume II is available as VT 008 259 (also in this issue). (Not available in hard copy due to marginal legibility of original document). (GR)

VT 008 259 ED 039 315
Instructional Units for Industrial Materials, Vol. II.

San Jose State Coll., Calif.
EDRS PRICE MF-$1.25 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 68 308p.; Materials prepared at NDEA Institute for Advanced Study in Industrial Arts (San Jose State Coll., Jun 24-Aug 2, 1968)

DESCRIPTORS - *INDUSTRIAL ARTS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS TEACHERS; TECHNICAL EDUCATION; TRANSPARENCIES; AUDIOVISUAL AIDS; SLIDES; *RESOURCE MATERIALS; TEACHER DEVELOPED MATERIALS; MATERIAL DEVELOPMENT; PLASTICS; ELECTRONICS; GRAPHIC ARTS; LUBRICANTS; FUELS; *LABORATORY EXPERIMENTS
IDENTIFIERS - *NDEA INSTITUTE; NATIONAL DEFENSE EDUCATION ACT

ABSTRACT - This second volume contains the remainder of the experiments and instructional material developed at the NDEA Institute. Included are seven units on polymers, three units on electronics, three units on graphic arts, 10 units on fuels and lubricants, and one unit on textiles. A list of reviewed films and source availability is appended. Volume I is available as VT 008 258 (also in this issue). (Not available in hard copy due to marginal legibility of original document). (GR)

VT 009 288
Brown, Albert, And Others
A Technical Drawing Course for College-Preparatory Students.

MF AVAILABLE IN VT-ERIC SET.
Industrial Arts Education, Maine State Department of Education, Education Building, Augusta, Maine 04330 (no charge).
PUB DATE - ND 18p.

DESCRIPTORS - *INDUSTRIAL ARTS; *DRAFTING; *COLLEGE BOUND STUDENTS; CURRICULUM GUIDES; COURSE OBJECTIVES; SENIOR HIGH SCHOOLS; SECONDARY SCHOOL STUDENTS; *TEACHING GUIDES
IDENTIFIERS - MAINE STATE DEPARTMENT OF EDUCATION; AUGUSTA

ABSTRACT - A state-level committee of teachers developed this guide for teacher use in planning a technical drawing course for college preparatory students in industrial arts, grades 11 and 12, so that these students would be equipped to successfully complete engineering college work. The contents are organized as follows: (1) Objectives, (2) Freehand Sketching, (3) Orthographic Projection, (4) Working Drawings, (5) Pictorial, (6) Development and Intersections, and (7) Suggested Texts. Each unit lists the operations a pupil should learn and the information he should know. The course is designed for approximately 5 hours per week for 72 weeks (2 school years). (GR)

VT 009 867
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.

Clemson Univ., S.C.
South Carolina State Dept. of Education, Columbia. Industrial Arts Section
MF AVAILABLE IN VT-ERIC SET.
Industrial Education Department, Clemson University, Clemson, South Carolina 29631 (Limit: one per state supervisor of industrial education).
PUB DATE - 69 78p.

DESCRIPTORS - SAFETY EDUCATION; *LABORATORY SAFETY; SAFETY EQUIPMENT; *INDUSTRIAL ARTS; SCHOOL SHOPS; SCHOOL ACCIDENTS; SUPPLEMENTARY READING MATERIALS; FILMS; FILMSTRIPS; REFERENCE BOOKS; *TRANSPARENCIES; *MANUALS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This guide on safety, developed by a materials specialist, is for teacher use in planning a safety unit for junior and senior high school industrial arts. The first section is devoted to safety information for the teacher covering: (1) safety responsibilities of the school administrator, the teacher, and the student, (2) Recommendations for shop and lab safety, (3) first aid hints, and (4) teacher liability. The second section is a unit on general safety education covering approximately 40 minutes when used with the 31 transparencies included with the document. Appended are: (1) The South Carolina Eye Protection Law, (2) Suggested Reference Books, (3) Film List, (4) Filmstrip List, (5) National Standard School Shop Safety Inspection Check List, and (6) Transparency List. (GR)

VT 010 290 ED 037 554
Development and Structure of Industry: Information and Job Sheets.

Wisconsin State Univ., Platteville. School of Industry
EDRS PRICE MF-$0.75 HC-$6.80
Industriology Project, Department of Industrial Education, College of Industry, Wisconsin State University, Platteville, Wisconsin 53818 (set of four, $6.50).
PUB DATE - ND 134p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This booklet is the third in a series of four instructional aids designed to implement the first phase of the industriology concept.In this book, 46 information sheets and 26 job sheets cover the content and activities as suggested in the Teaching Plan (VT 010 313) for Development and Structure of Industry--the first phase of the Industriology concept. Each sheet is one or two pages in length and contains diagrams if necessary for clarity. Other documents in this series are available as VT 010 313-VT 010 315 (also in this issue). (GR)

VT 010 313 ED 037 555
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.

Wisconsin State Univ., Platteville. Coll. of Industry
EDRS PRICE MF-$0.50 HC-$4.40
Industriology Project, Department of Industrial Education, College of Industry,
Wisconsin State University, Platteville, Wisconsin 53818 (set of four, $6.50).
PUB DATE - ND 86p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; *TEACHING GUIDES; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This guide is one in a series of four instructional aids designed to implement the first phase of the industriology concept. The teaching plan utilizes the instructional aids as prepared and listed for this phase of the program, and provides activity plans designed to aid the teacher in preparing for and conducting some of the activities of the teaching plan. This plan is intended to serve as a guide for those who feel the need for direction in planning and organizing the content of Phase I, but should be adapted for use by the individual instructor. Other documents in this series are available as VT 010 290, VT 010 314, and VT 010 315 (also in this issue). (GR)

VT 010 314 ED 037 556
Development and Structure of Industry: Study Guide.

Wisconsin State Univ., Platteville. School of Industry
EDRS PRICE MF-$0.50 HC-$5.45
Industriology Project, Department of Industrial Education, College of Industry,
Wisconsin State University, Platteville, Wisconsin 53818 (set of four, $6.50).
PUB DATE - ND 107p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; *STUDY GUIDES; BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - The concept of industriology is based on the premise that children should be exposed to a comprehensive study of industry in existing industrial arts facilities with selected instructional materials. The concept has four phases, of which this one, The Development and Structure of Industry, is the first. Other phases cover Basic Elements and Processes of Industry, Modern Industries, and Vocational and Occupational Guidance. For each phase, four instructional aids were developed through research and trial testing in high schools, and are still subject to evaluation and revision. This study guide, one of the four aids for this phase, includes studies of the history and development of history, four general types of industries which make up the industrial complex and six basic activities typical of most industries. Other documents in this series are available as VT 010 313, VT 010 290, and VT 010 315 (also in this issue). (GR)

VT 010 315 ED 037 557
Development and Structure of Industry: Instructional Aids List and Bibliography.

Wisconsin State Univ., Platteville. Coll. of Industry
EDRS PRICE MF-$0.25 HC-$2.75
Industriology Project, Department of Industrial Education, College of Industry,
Wisconsin State University, Platteville, Wisconsin 53818 (set of four, $6.50).
PUB DATE - ND 53p.

DESCRIPTORS - *INSTRUCTIONAL AIDS; *BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; REFERENCE MATERIALS; *RESOURCE MATERIALS; VIDEO TAPE RECORDINGS; FILMSTRIPS; INSTRUCTIONAL FILMS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This booklet is the last in a series of four instructional aids designed to implement the first phase of the industriology concept. This listing, intended to serve as a nucleus of resource materials, has been grouped into the following four sections: (1) Index to Numbered Instructional Media Sources, (2) Titles of Information, Job, and Activity Plan Sheets, (3) Instructional Media Other than Books, and (4) Bibliography. Other documents in this series are available as VT 010 290, VT 010 313, and VT 010 314 (also in this issue). (GR)

VT 010 439
Junior High School Curriculum Guide for Industrial Arts.

Alberta Dept. of Education, Edmonton
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Sep69 97p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; INDUSTRIAL ARTS TEACHERS; EDUCATIONAL OBJECTIVES; FOREIGN COUNTRIES
IDENTIFIERS - *ALBERTA; CANADA

ABSTRACT - This curriculum guide is for use by industrial arts teachers of junior high school programs. It was developed by a committee of teachers, supervisors, and teacher educators for the Province of Alberta, Canada. Major topics are: (1) contemporary thought in industrial arts education, (2) functions of the junior high school, (3) objectives of the industrial arts programs, (4) definitions of terms, (5) the multiple-activity program and organization, (6) how to use the guide, (7) safety education, (8) general information, and (9) course content outlines for power, materials, electricity, electronics-computer, visual communications, graphic communications, industrial crafts, and development and research. The guide also contains methods of developing concepts, suggestions for the use of teaching aids and additional reference books. This curriculum guide is a revision of VT 007 934 (AIM Fall 1969). (GR)

VT 010 505
Modern Metalworking Technology; EPDA Institute Manual.

Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 248p.; Materials Developed at EDPA Inst. (Western Michigan Univ., Kalamazoo, Summer 1969).

DESCRIPTORS - *INDUSTRIAL ARTS; FINISHING; METAL INDUSTRY; METALS; WELDING; *METALLURGY; *METAL WORKING OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION; INSTRUCTIONAL AIDS; *TEACHER DEVELOPED MATERIALS; *SUMMER INSTITUTES; SCRIPTS
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - Developed by participants of an Education Professional Development Act (EPDA) Institute, this manual is for teacher use in conjunction with a slide presentation in metalworking technology. Units include: (1) Gas Metal Arc (MIG), (2) Gas Tungsten Arc (TIG), (3) Plasma Arc, (4) Electron Beam Welding, (5) Electrical Discharge Machining, (6) Electro Chemical Grinding, (7) Electro Chemical Machining, (8) Powdered Metallurgy, (9) Free Abrasive Machining, (10) Urethane Forming, and (11) Metal Finishing. Each unit contains a title slide, introduction, equipment, processes, advantages, and disadvantages. A bibliography, review questions, and a glossary are included with each section. (GR)

VT 011 399 ED 040 303
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

Wayne State Univ., Detroit, Mich.
EDRS PRICE MF-$4.00 HC-$52.15
PUB DATE - ND 1,041p.

DESCRIPTORS - *INDUSTRIAL ARTS; *INDIVIDUALIZED PROGRAMS; INDIVIDUALIZED INSTRUCTION; *CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS; *TEACHER DEVELOPED MATERIALS; INDUSTRY; SIMULATION; INDIVIDUALIZED CURRICULUM
IDENTIFIERS - *EXPERIENCED TEACHER FELLOWSHIP PROGRAM; EXTFP; AMERICAN VOCATIONAL ASSOCIATION; AVA

ABSTRACT - This package of individualized curriculum materials for industrial arts, developed by the 1969-70 Experienced Teacher Fellowship Program for teacher and student use, is a result of an in-depth study of the 1968 revision of the American Vocational Association's booklet, "A Guide to Improving Instruction in Industrial Arts." The 10 major units included are: (1) Industry and Civilization, (2) The Industry, (3) Organization and Management, (4) Research and Development, (5) Planning for Production and Manufacturing, (6) Production and Manufacturing, (7) Distribution, (8) Service, (9) Hand Tools and Simple Machines, and (10) Sophisticated Machines. Each unit, identified by a prefix letter, contains color coded individualized packages of information for student use, teacher use, and teacher reference information, which outlines special preparations or materials required for student or teacher packages. Each package within the unit is designed to be flexible for use in Grade 7 through Grade 12 and with slight modification it can be used for lower or higher grades. Several teacher-designed simulation games about industry are included. A related document is available as ED 024 814 or VT 007 380 (ARM Spring 1970). (GR)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 002 053
Cornett, James
Water and Sewerage, A Course of Study.

Missouri State Dept. of Education, Jefferson City
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 157p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCAT2ON; *SANITATION; *ENVIRONMENTAL TECHNICIANS; POST SECONDARY EDUCATION

ABSTRACT - Developed by State staff in conjunction with the staff of a water and sewerage technical school, this instructor's guide is for use in presenting courses in water and sewerage management in post high school technical schools. Sections are offered on: (1) related mathematics, (2) hydraulics, (3) chemistry, (4) water and sewerage laboratory techniques, (5) meters, (6) filters, (7) pumps, (8) electricity and electrical systems, (9) bacteriology, (10) water treatment, (11) chlorination, (12) water distribution systems and storage, and (13) sewage collection and treatment; with each section providing objectives, content, and references. Suggested experiments, a diagram of a sewerage treatment plant, a flow chart outlining treatment of sewage, and a bibliography including books, manuals, and magazine articles are also given. The instructor should have knowledge of the water and sewerage industry and students should be of above average ability. (AW)

VT 002 608
Allen, Dell K.
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

DOCUMENT NOT AVAILABLE FROM EDRS.
Brigham Young University Bookstore, Brigham Young University, Provo, Utah 84601 ($2.70).
PUB DATE - 65 56p.

DESCRIPTORS - *LABORATORY EXPERIMENTS; LABORATORY MANUALS; *MACHINE TOOLS; INDUSTRIAL TECHNOLOGY; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *METAL INDUSTRY; METALS; MANUFACTURING INDUSTRY; *PROBLEM SETS
IDENTIFIERS - *EXPERIMENTAL METAL CUTTING; MACHINE TOOL EVALUATION

ABSTRACT - This laboratory manual for student use in understanding scientific procedures and techniques in the study of metal cutting and machine tool capabilities includes eight laboratory experiments and seven problem sets. Objectives, introduction, references, materials, apparatus, and procedure are included for each experiment and supplementary material is footnoted in the experiment or problems when needed. The material should be taught by a competent manufacturing technology instructor to college students of junior standing in eight laboratory periods of a 15-week semester. The document is illustrated with line drawings and charts. (GR)

VT 002 645
Civil Engineering Technology; Map Drafting and Related Computations, Field Book.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 65 164p.

DESCRIPTORS - *MAP SKILLS; *CIVIL ENGINEERING; ENGINEERING TECHNOLOGY; ENGINEERING DRAWING; *MATHEMATICAL APPLICATIONS; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS; CURRICULUM
IDENTIFIERS - *FIELD BOOK; MAP DRAFTING

ABSTRACT - This field book contains hand-lettered plate notes to be used with mapping plate assignments contained in VT 002 656, also in this issue. A chart showing distances from side stakes for cross sectioning and a table for computing trigonometric formulas are appended. (GR)

VT 002 656
Civil Engineering Technology; Map Drafting and Related Computations.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches

MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 65 108p.

DESCRIPTORS - *CIVIL ENGINEERING; ENGINEERING TECHNOLOGY; *DRAFTING; ENGINEERING DRAWING; MATHEMATICAL APPLICATIONS; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS; *MAP SKILLS; CURRICULUM
IDENTIFIERS - *MAP DRAFTING

ABSTRACT - This curriculum guide will acquaint the civil engineering technology student with plane surveying, giving him a working practical knowledge of the drawings and related calculations needed for map drafting and map plotting. After presenting basic information, sections discuss fixed line direction and description, angle plotting, traverse plotting, latitudes and departures, calculation of areas, route surveys with circular curves, topographic maps, profiles and cross sections, area maps, and reproduction of drawings. The final section consists of 14 mapping plate assignments based on references to preceding sections and on notes included in the field book (VT 002 645, also in this issue) that should be used with this document. (GR)

VT 002 658
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2, Course No. 781.1 and 781.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 68
PUB DATE - Jul66 28p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; FOOD SERVICE INDUSTRY; *FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; *COOKS; RESOURCE MATERIALS; AUDIOVISUAL AIDS; VISUAL AIDS

ABSTRACT - Designed to assist the teacher of commercial cooking and baking, this curriculum guide provides an outline of subject material to be covered in 2 years or 1,080 hours. Content, teaching methods, and information and skills to be taught are outlined for units on salad, vegetable, and main dish preparation in the first year, and baking and foods management in the second year. Appended are listings of textbooks, manuals, charts, films, and bulletins and pamphlets. (GR)

VT 002 659
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2, Course No. 788.1 and 788.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 67
PUB DATE - Jul66 22p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; *TEACHING GUIDES; COURSE CONTENT
IDENTIFIERS - *TAILORING

ABSTRACT - Trade and industrial education teachers served on the committee helping to develop this curriculum guide containing first and second year course outlines for tailoring. The teacher is given an outline of basic subject content as well as suggestions for teaching methods and aids. A list of references is included. (GR)

VT 002 660
Trade Preparatory Training Curriculum Guide, Marineology, Course No. 784.1 and 784.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 86
PUB DATE - Nov66 17p.

DESCRIPTORS - *CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; *MARINE TECHNICIANS; TECHNICAL EDUCATION; *BOATMEN; NAVIGATION; SEMISKILLED WORKERS
IDENTIFIERS - *MARINEOLOGY

ABSTRACT - Designed for high school students interested in seamanship either as a vocation or an avocation, this curriculum guide provides an outline of subject material for a marineology course covering 1 or 2 years. Units outline content, teaching methods, and information and skills to be taught. The recommended text for the course is "Piloting, Seamanship, and Small Boat Handling," by Charles F. Chapman, from which this course outline was taken. (GR)

VT 002 661
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2, Course No. 786.3 and 786.4.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 81
PUB DATE - Jul66 24p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; *TEACHING GUIDES; COURSE OBJECTIVES; COURSE DESCRIPTIONS; *GRAPHIC ARTS; *COMMUNICATIONS

ABSTRACT - This curriculum guide, prepared by a curriculum guide committee, provides a general outline of subject material to assist the trade and industrial education teacher in planning two courses of graphics and industrial communications at the secondary level. Content, information and skills to be taught, and teaching methods are outlined for units covering: (1) layout, (2) composition, (3) proofing, (4) camera use, (5) preparation for press, (6) press work, (7) safety, (8) employment, and (9) legal restrictions on copying. Resource information includes a bibliography and a suggested equipment list. (GR)

VT 002 685
Trade Preparatory Training Planning Guide, Carpentry.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 11
PUB DATE - Jun65 18p.

DESCRIPTORS - *BUILDING TRADES; TRADE AND INDUSTRIAL EDUCATION; CARPENTERS; *FACILITY GUIDELINES; *ADMINISTRATOR GUIDES; PHYSICAL FACILITIES; *EDUCATIONAL PLANNING

ABSTRACT - Developed to aid school administrators in planning facilities for conducting trade preparatory classes in carpentry, this planning guide contains: (1) an introduction to carpentry, (2) course objectives, (3) course admission requirements, (4) laboratory and physical facilities, (5) suggested carpentry shop layout, (6) suggested course outline, (7) tool and equipment list, (8) recommended supply list, and (9) recommended texts and reference materials list. (GR)

VT 002 834
Handbook for Trade and Industrial Education Teachers.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 24
PUB DATE - Dec64 52p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; TEACHING METHODS; *BEGINNING TEACHERS; TEACHER EDUCATION; GRADING; TEACHING PROCEDURES

ABSTRACT - Developed in cooperation with the Ohio Trade and Industrial Education Service, this teaching guide prepared for improving teaching and evaluating techniques in trade and industrial education provides material to assist the instructor in the vocational education program. Contents include: (1) An Introduction to Trade and Industrial Teaching, (2) Planning Your Work as an Instructor, (3) The Teaching Steps, (4) Teaching and Working Relationships, (5) Planning for Your Teaching, (6) Planning for Your Classes in the Shop, (7) Planning for Your Classes in the Related Room, and (8) A Working Procedure Checklist. (GR)

VT 003 726
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 67 16p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Part of a five-unit machinist training series, this test booklet is for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 727 (AIM Summer 1968). Other documents in the series are VT 003 728, VT 003 730, VT 003 732, and VT 003 733 (all appearing in this issue), and VT 003 729, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 003 728
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 67 19p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *MACHINISTS; *MACHINE TOOL OPERATORS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *MACHINE TOOLS

ABSTRACT - This text booklet is for use with the answer book (VT 003 735, also in this issue) and the related study guide available as VT 003 729 (AIM Summer 1968). Other documents in this five-unit machinist training series are VT 003 726, VT 003 730, VT 003 732, and VT 003 733, which appear in this issue, and VT 003 727, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 003 730
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 67 27p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; POST SECONDARY EDUCATION; METAL WORKING OCCUPATIONS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Part of a five-unit machinist training series, this test booklet is for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 731 (AIM Summer 1968). Other documents in the series are VT 003 726, VT 003 728, VT 003 732, and VT 003 733, which appear in this issue, and VT 003 727, VT 003 734, and VT 003 736, all in AIM Summer 1968. (AW)

VT 003 732
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 67 20p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *MACHINISTS; *MACHINE TOOL OPERATORS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *MACHINE TOOLS

ABSTRACT - These test sheets are for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 736 (AIM Summer 1968). Other documents in this five-unit machinist training series are VT 003 726, VT 003 728, VT 003 730, and VT 003 733 (all in this issue), and VT 003 727, VT 003 729, VT 003 731, and VT 003 734 (all in AIM Summer 1968). (AW)

VT 003 733
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 32p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - For use with the answer book (available in this issue as VT 003 735) and the related study guide (VT 003 734, AIM Summer 1968), this test booklet is part of a five-unit machinist training series. Other documents in the series are VT 003 726, VT 003 728, VT 003 730, and VT 003 732 (all in this issue), and VT 003 727, VT 003 729, VT 003 731, and VT 003 736 (AIM Summer 1968). (AW)

VT 003 735
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 135p.

DESCRIPTORS - *ANSWER KEYS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This answer book is for use with the following related test booklets: VT 003 726, VT 003 728, VT 003 730, VT 003 732, and VT 003 733 (all in this issue). Other documents in this five-unit machinist training series are study guides available as VT 003 727, VT 003 729, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 008 419
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 23p.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *CHILD CARE; *INSTRUCTIONAL MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; *CHILD CARE OCCUPATIONS; CLASS ORGANIZATION; TEACHING TECHNIQUES

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students as nursery assistants. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class and methods of instruction. Outlined blocks of time cover the manipulative skills and technical knowledge related to (1) orientation, (2) the physical development of the pre-school child, (3) the social development of the child, (4) the intellectual development of the child, and (5) the organization of the nursery school. Total hours of shop work are estimated at 1,620 hours. Text and reference books are included. (JS)

VT 008 420
Cosmetology. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 35p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGY; SECONDARY GRADES; CLASS ORGANIZATION; *COSMETOLOGISTS; *TIME BLOCKS; SKILLED OCCUPATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry positions in the labor market as hairdressers, manicurists, facial operators, and assistant managers. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Outlined blocks of time cover the manipulative skills and technical knowledge required for (1) Sterilization, (2) Care of the Hair and Scalp, (3) Care of the Hands and Arms, (4) Care of the Skin, and (5) Management and Supervision. Total hours of shop work are estimated at 1,620 hours. (JS)

VT 008 421
Dressmaking. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 43p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INSTRUCTIONAL MATERIALS; CLASS ORGANIZATION; *TIME BLOCKS; SECONDARY GRADES; *NEEDLE TRADES; *CLOTHING INSTRUCTION

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry into the garment industry as assistant seamstresses, seamstresses, sewing machine operators, alteration hands, dress makers, and pattern makers or designers. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Blocks of time cover the manipulative skills and technical knowledge required for each occupation, allotting 270 shop hours to each for a total of 1,620 hours for the entire course. A list of texts and reference books is included. (JS)

VT 008 422
Poyner, Clinton B., Sr., Comp.
Food Trades. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 46p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *TIME BLOCKS; CLASS ORGANIZATION; SKILLED OCCUPATIONS

ABSTRACT - This curriculum guide was developed by school personnel to prepare students for entry into the food trades. To qualify for the 3-year program a student must be at least 14 years of age, have reached the 10th grade with a knowledge of basic math, and meet the requirements for vocational aptitude tests and the Food Handlers Permit. An outline for instruction, suggestions for organizing the class, a sample work sheet and tests are provided in the guide. The instructional material outlines the manipulative skills and technical knowledge for each of the 11 units which include care and operation of kitchen equipment and preparation of specific types of food. A total of 1,620 shop hours is estimated for the total program. (JS)

VT 008 499
Ebbets, Joseph J., Comp.
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 39p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *PAINTING; CLASS ORGANIZATION; *SKILLED OCCUPATIONS; TEACHING TECHNIQUES; TIME BLOCKS

ABSTRACT - This curriculum guide was developed by school personnel to prepare students for occupations in painting and decorating. Students for this 3-year program must have color sense, muscular coordination, and good health. The manual includes sample instruction sheets, tests, and suggestions for the organization of the course. Blocks of time cover the manipulative skills and technical knowledge for (1) interior and exterior painting, (2) wall covering, (3) color and color harmony, (4) woodfinishing, (5) special wall finishes, and (6) estimating. A total of 1,620 shop hours is estimated for the program. (JS)

VT 008 501
Prudhomme, Rhetta W., Comp.
Household Operations. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 36p.

DESCRIPTORS - *CURRICULUM GUIDES; CHILD CARE OCCUPATIONS; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; *MAIDS; *TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; SERVICE WORKERS

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry level positions as household cleaners, home launderers, personal maids, nurse maids, home caterers, and cooks. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Blocks of time covering manipulative skills and technical knowledge are outlined for each occupation. Total shop hours were estimated at 1,620 hours. (JS)

VT 008 634
Mercurio, Anthony F.
Math-Physics Correlation Study.

Wentworth Inst., Boston, Mass.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 27p.

DESCRIPTORS - *CORRELATION; STATISTICAL DATA; *PHYSICS CURRICULUM; *MATHEMATICS CURRICULUM; *TECHNICAL INSTITUTES; COMMUNITY COLLEGES

ABSTRACT - This report of a correlation study of the teaching of mathematics and physics in the 2-year technical institutes covers some of the basic logic needed in establishing these courses and concludes with examples of the math-physics programs at Wentworth Institute. A survey was made of 135 accredited curriculums from 36 technical institutes or community colleges. The diversity of the programs studied led to the conclusion that no particular method of teaching would be suitable in every school, but this report might be used as a guide in setting up programs and in correlating the basic math and physics courses. (GR)

VT 008 757
Jefferson, Ted B.
Welding and Flame-Cutting Processes and Practices. Technical Aids No. 90 for Small Manufacturers.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Small Business Administration, 1441 L Street, N.W., Room 100, Washington, D.C. 20416 (without charge).
PUB DATE - Jun68 8p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *WELDING; *WELDERS; *ADULT VOCATIONAL EDUCATION; MANUFACTURING INDUSTRY

ABSTRACT - One of a series of Technical Aids for Small Manufacturers, this bulletin presents information on basic welding processes and their production and maintenance uses. The pamphlet was written by a welding engineer to aid small manufacturers and small plant owners in deciding which welding processes will be most practical for use in their own operations. The content discusses the 11 basic processes, concentrating on the three most widely used: arc welding, gas welding, and resistance welding. Each type is covered in terms of the equipment required, the cost, a brief history and description of the process, uses and applications for which each type is suitable, and advantages and disadvantages. The other eight processes, described briefly, are: (1) brazing, (2) stud, (3) friction, (4) explosive, (5) electron beam, (6) ultrasonic, (7) laser, and (8) forge. A list of selected references is included. (AW)

VT 009 607
Harris, Thomas O.; Scott, Robert E.
Trade and Industrial Education Notebook for Students in Cooperative Programs.

DOCUMENT NOT AVAILABLE FROM EDRS.
Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832 ($3.00).
PUB DATE - 68 387p.

DESCRIPTORS - *COOPERATIVE PROGRAMS; *WORKBOOKS; *SELF EVALUATION; *TRADE AND INDUSTRIAL EDUCATION; *RECORDS (FORMS)

ABSTRACT - Students in cooperative programs may use this notebook to gain information pertaining to trades and training stations, and to broaden their knowledge of normal operating practices of stations. As a result of fulfilling the requirements of the notebook, students should be able to evaluate themselves, their work, and future employment opportunities more easily. Contents include: (1) Introduction, (2) Instructions, (3) Personal Data Sheet, (4) Study Techniques, (5) Orientation, (6) Training Plan, (7) My Job, (8) Reports, (9) Terminology, (10) My Trade, (11) VICA, and (12) Lecture Notes. (GR).

VT 009 973
Phipps, D. Bart
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry: Workbook No. 11.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.25).
PUB DATE - ND 105p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *REFRIGERATION; ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this workbook provides basic instruction on refrigeration for use in apprentice training in the plumbing and pipe fitting industry. Contents include information sheets and student assignments for 17 instructional units, including: (1) Basic Principles of Refrigeration, (2) Evaporators, (3) Condensers and Cooling Systems, (4) Motors and Controls, (5) Accessories and Equipment for Refrigeration Systems, (6) Calculating and Installing Refrigeration Piping, (7) Water and Drain Lines, (8) Seasonal Operation and Trouble Analysis, and (9) Common Service Operations. Student progress report sheets are provided for both student and instructor use. The reference to be used with this workbook is "Refrigeration Manual," available from the Trane Company, LaCrosse, Wisconsin, for $2.00. (AW)

VT 009 974
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Vocational Industrial Education
Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843.
PUB DATE - ND 29p.; Reference for Workbook No. 25 of Instructional Material for Apprentice Training in the Plumbing and Pipe Fitting Industry of Texas.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; *SPECIFICATIONS

ABSTRACT - These specifications are for use with the related workbook, VT 010 012 (also in this issue), as part of an apprenticeship program for plumbers and pipe fitters. Following general information, the bulletin provides specifications and plans for construction of a hypothetical liquid hydrocarbon desulfurization plant. (AW)

VT 009 975
Pulaski, Richard E.
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. Workbook No. 9.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service.
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.75).
PUB DATE - ND 143p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; WORKBOOKS; ASSIGNMENTS; FUELS

ABSTRACT - This manual on the theory and practice of natural gas installation was prepared by a subject matter specialist for use in plumbing and pipe fitting apprentice training. Contents include information sheets and student assignments covering the topics of natural gas as a fuel, gas piping installation, design and adjustment of gas burners, and venting gas equipment. The manual is illustrated with numerous drawings, diagrams, figures, and photographs, and also includes student progress reports for both student and instructor use. (AW)

VT 009 976
Phipps, D. Bart
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 21.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.00).
PUB DATE - ND 47p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *GEOMETRIC CONCEPTS; ILLUSTRATIONS; GRAPHIC ARTS; ASSIGNMENTS

ABSTRACT - This workbook was prepared by a subject matter specialist for use in the training of plumbing and pipe fitting apprentices in sketching and in reading plans and blueprints. Contents include student progress records, both for student use and for the instructor's files, information sheets, and student assignment sheets providing subject, purpose, references, general information, procedures, and questions. Some areas covered are projection of views, sketching techniques, multi-view drawings, and free hand circles. Line drawings, diagrams, and sketches illustrate the bulletin. (AW)

VT 009 996
Phipps, D. Bart
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry; Packet 8.

Texas A and M Univ., College Station. Engineering Extension Service
Texas State Board for Vocational Education, Austin
Texas State Joint Apprenticeship Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($.50).
PUB DATE - May54 17p.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; ASSIGNMENTS; LESSON PLANS

ABSTRACT - This bulletin was prepared by a subject matter specialist for use in plumbing and pipe fitting apprenticeship training classes studying fundamentals of plumbing installation. Instructors' lesson plans are provided, including subject, materials needed, references, introductory information, and assignments to be made, followed by the corresponding student assignment sheets. Areas covered include: (1)

plumbing traps, (2) venting and vents, (3) installing and testing house drains, and (4) cross connections in plumbing and water supply systems. Student progress records are provided for both student and teacher files. (AW)

VT 010 012
Phipps, D. Bart
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry; Apprentice Workbook 25.

Texas A and M Univ., College Station. Engineering Extension Service
Texas State Board for Vocational Education, Austin
Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.00).
PUB DATE - ND 33p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this bulletin is designed to acquaint plumbing and pipe fitting apprentices with typical plans and specifications of industrial installations. Included in the workbook are student progress record sheets, both for the student's notebook and instructor's file, information sheets, and student assignment sheets providing subject, purpose, references, introductory information, detailed procedures and questions to be answered. A reference for this workbook is available as VT 009 974, also in this issue. (AW)

VT 010 013
Phipps, D. Bart
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 2.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.00).
PUB DATE - May59 72p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; ASSIGNMENTS; MACHINE TOOLS; *HAND TOOLS

ABSTRACT - This basic instruction workbook was prepared by a subject matter specialist for use in training programs for plumbing and pipe fitting apprentices. Contents consist of information sheets and student assignments for the following topics: (1) Drills and Drilling, (2) Steel and Wrought Iron Pipe, (3) Cutting, Threading, and Holding Tools for Screw Pipe Work, (4) Cutting and Threading Pipe, (5) Standard Pipe Threads, (6) Range of Pipe Fittings, (7) How to Read Fittings, (8) Types of Valves and Cocks, (9) How to Make Up a Screwed Joint, (10) Files and Their Uses, and (11) Hack Saws. Student progress records are included for both student and instructor use. The workbook is illustrated with numerous drawings, diagrams, and photographs. (AW)

VT 010 014
Phipps, D. Bart
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry; Apprentice Workbook 22.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Div.
Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($1.75).
PUB DATE - ND 87p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; ASSIGNMENTS; *GRAPHIC ARTS

ABSTRACT - Prepared and revised by subject matter specialists, this plumbing and pipe fitting apprentice workbook provides instruction in drawing and plan reading. Information sheets and student assignments are given for the topics: (1) Line Values, (2) Standard Graphical Symbols, (3) Scale Drawings, (4) Sectional Views, (5) Isometric Drawings, and (6) Blueprint Reading. The workbook also includes an isometric scale guide and drawing paper, and student progress record sheets for both teacher and student use. (AW)

VT 010 015
Phipps, D. Bart
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 7.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($.75).
PUB DATE - Aug55 48p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; *EQUIPMENT; WORKBOOKS; ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this manual provides instructional material on rigging and safety as part of apprentice training for the plumbing and pipe fitting industry. Information sheets and student assignments are included for the following topics: (1) Material Handling, (2) Trenches, (3) Types and Uses of Slings, (4) Manila Rope, (5) Knots and Hitches, and (6) Cranes and Derricks. Also included are student progress reports for both student and instructor use. The manual is illustrated with numerous drawings, diagrams, and photographs. The reference to be used with this workbook is "Standard Practices in Mechanical Construction," available from the Grinnell Company, Providence, Rhode Island. (AW)

VT 010 024
Pulaski, Richard E.
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry, Apprentice Workbook 4.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($.75).
PUB DATE - Sep64 49p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *MATHEMATICS; CALCULATION; ASSIGNMENTS

ABSTRACT - This workbook was prepared by a subject matter specialist to provide basic instruction in plumbing and pipe fitting apprentice training programs. Information sheets and student assignment sheets listing subject matter, purpose, references, general information, directions, and problems to be solved are provided for the following subjects: (1) calculating area of quadrilaterals, triangles, circles, and cylinders, (2) calculating volume of rectangles and cylinders, (3) calculating measurements of volumes and weights of water, and (4) water pressure, head and force. Reference tables and student progress reports for both students' and instructors' files are also included. (AW)

VT 010 025
Pulaski, Richard E.
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry, Apprentice Workbook 3.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M

University, F.E. Drawer K, College Station, Texas 77843 ($.75).
PUB DATE - ND 54p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; ASSIGNMENTS; *MATHEMATICS

ABSTRACT - Prepared by a subject matter specialist, this workbook provides basic mathematical instruction for apprenticeship training in plumbing and pipe fitting. Information sheets and student assignment sheets give subject, purpose, references, general information, directions, and problems using triangle formulas, and figuring square roots and offsets. Reference tables are appended, and the workbook is illustrated with numerous diagrams and line drawings. (AW)

VT 010 026
Phipps, D. Bart
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry, Packet 10.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin
Texas State Joint Apprenticeship Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($.50).
PUB DATE - Sep54 21p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; ASSIGNMENTS; *HEATING

ABSTRACT - Prepared by a subject matter specialist, this bulletin is for student use in learning basic principles of heating in apprenticeship training programs in plumbing and pipe fitting. Contents consist of student assignment sheets providing subject, purpose, references, general information, directions and questions to be answered in the following areas: (1) pressure of liquids, (2) weight, density and specific gravity, (3) characteristics of heat, (4) steam tables, (5) heating systems, (6) theory of heat and properties of water, (7) types and functions of boilers, and (8) piping systems. Student progress records for student and instructor use are included. (AW)

VT 010 054
Police Administration; Suggested Basic Course Outline.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (Single copies available without charge).
PUB DATE - ND 179p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *POLICE; *LAW ENFORCEMENT; SECONDARY GRADES

ABSTRACT - This curriculum guide is for teacher use in planning and implementing high school level courses designed to prepare students for entry into law enforcement work or for continued education on the postsecondary level or at police training academies. The 1-semester course is intended to furnish students with an understanding and knowledge of the functions and importance of law enforcement services, to inform them of employment opportunities, and to acquaint them with the responsibilities, knowledge, and skills required of police officers. Contents include topical outlines covering: (1) Introduction, (2) Criminal Law, (3) Criminal Procedure, (4) Traffic Procedures, (5) Identification Procedures, (6) Office Procedures, (7) Police Emergencies and Special Assignments, and (8) Moot Court; with each outline providing information and skills to be taught, methods, techniques and aids, and information sources. A chart of suggested teaching methods, a bibliography, and a list of training films are included. (AW)

VT 010 201
Vocational Industrial Education Service; Radio and Television Repair.

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical, and Adult Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TELEVISION REPAIRMEN; *RADIO TECHNOLOGY; ELECTRONICS

ABSTRACT - This teaching outline, developed by a committee of teachers, is for use in planning and implementing a 2-year course in radio and television service designed to prepare the student for entry-level work as a radio and television serviceman, or for further technical training in the field. The manual is divided into three main sections, the first of which provides safety hints and a suggested partial list of items to be included in all vocational-industrial courses as specific objectives to develop necessary abilities, appreciations and understandings. Section II is the suggested course outline for the 1,080-hour course, including (1) AC Fundamentals, (2) Basic Electronics, (3) Basic Radio and Radio Receiver Servicing, (4) Television Theory, (5) Television Theory and Service, and (6) Color Television Theory. The third section (Appendix) provides a suggested equipment list for vocational radio and television, suggested shop layout, references, instructional aids, and visual aids and filmstrips. (AW)

VT 010 215
Training Recommendations: Apprentice Bricklayer.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 22p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; BRICKLAYERS
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide relates to apprentice bricklayers. Principal feature of the program is a topical outline of a basic skills course for "off-the-job" training, including operations to be performed, and skills and knowledge to be acquired. Part I of the three-part course outline covers hand tools, mortar, foundations, brick walling, and partitions; Part II outlines formation and bridging of openings, fireplaces, and reinforced brickwork; and Part III deals with foundations, drainage, cladding, and decorative and functional features. General information on the program, such as recruitment, training records and job description is presented briefly, and interviewing hints, a sample application, and personal trainee qualifications are appended. (AW)

VT 010 216
Training Recommendations: Built-Up Roofing.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 24p.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; CURRICULUM GUIDES; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; ROOFERS
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide presents recommendations for training roofers. Principal features of the program are outlines of basic skills courses for both the "learner" and "improver" trainee, listing the knowledge required and the operations and skills involved. The entire training program, including various aspects of training, duration of training time for each aspect, and general information concerning each aspect of training is also outlined. A detailed job description, objectives, recruitment, induction, training records, and grants are covered briefly. Appendixes provide additional information on selection and recruitment, personal qualifications of trainees, interviewing hints, and a sample application form. (AW)

VT 010 217
Training Recommendations: Apprentice Constructional Steel Fabricator.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 24p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, the main feature of this guide for apprentice constructional steel fabricators is a topical outline of a 2-year basic skills course for "off-the-job" training, which includes operations to be performed, skills to be acquired, and knowledge to be gained. Topics covered are: (1) Reading Drawings and Specifications, (2) Template Making and Setting Out, (3) Preparation of Structural Steel Members, (4) Assembly, and (5) Protecting Steel Against Corrosion. Objectives, recruitment, induction, associated education, craft training, training records, and grants are discussed briefly. (AW)

VT 010 219
Training Recommendations: Civil Engineering Technicians.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan68 17p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; ENGINEERING TECHNICIANS; CIVIL ENGINEERING
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide is designed to aid in training civil engineering technicians. Principal features of the program are detailed descriptions of: (1) on-the-job training, including a detailed outline listing subjects to be covered, year and quarter of study, and position of instructor, and (2) technical college training, giving entry requirements, subjects to be covered each year, and information on certification for various levels of training. Recruitment, occupational description, induction training and other general information are covered briefly. Interviewing hints are appended. (AW)

VT 010 223
Training Recommendations: Apprentice Plumbers.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun67 17p.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; CURRICULUM GUIDES; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; PLUMBING
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide for apprentice plumbers features: (1) general information, (2) objectives of the program, (3) job description, (4) tips on recruitment and selection of apprentices, (5) induction training suggestions, (6) an outline of the training program, and (7) information on grants. Appendixes include an outline of skills and operations to be taught in on-the-job training, a sample application form, hints on interviewing, and a basic outline for first year "off-the-job" training. (AW)

VT 010 235
Training Recommendations: Scaffolders.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 18p.

DESCRIPTORS - CURRICULUM GUIDES; *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY
IDENTIFIERS - *IRELAND; SCAFFOLDERS

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for the building trades occupation of scaffolder. This guide for training scaffolders includes: (1) an outline of the training program, including aspects of training, length of time recommended for each aspect, and general information, and (2) basic skills courses for beginning and advanced scaffolders and scaffolder charge-hands, listing skills and abilities to be acquired in each course. Objectives, recruitment, on- and off-the-job training, induction, training records, job description, and grants are also covered briefly. Interviewing hints and personal trainee qualifications are appended. (AW)

VT 010 253
Vocational Industrial Education Service; Sheet Metal (Course Outline and Equipment List).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical, and Adult Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; METALS; *METAL WORKING OCCUPATIONS; *SHEET METAL WORK; *SHEET METAL WORKERS; EQUIPMENT; EQUIPMENT STANDARDS; FACILITIES; STATE STANDARDS

ABSTRACT - Developed by teachers attending inservice workshops, this course outline and equipment list is intended to provide statewide standards for courses in vocational sheet metal. The first section of the manual is a topical outline of the 2-year program, broken down into individual 6-week periods. Some subject areas covered are sheet metal hand tools and machines, manipulative procedures, layout and construction of air-conditioning fittings, and cornice and gutter problems. Section II lists suggested equipment and tools for the program, including description of the item, quantity, and unit and total cost. Also included are suggestions for shop layout, sheet metal facilities and equipment standards, textbooks, reference books, instructional aids and films, and projects. (AW)

VT 010 263
Alley, Walter
How to Do the Complete Disc and Drum Brake Job.

AMMCO Tools, Inc., North Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
PUB DATE - 69 35p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *AUTO MECHANICS (OCCUPATION); *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ON THE JOB TRAINING; PHOTOGRAPHS; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *AUTOMOBILE BRAKE REPAIR

ABSTRACT - The step-by-step illustrated manual includes drum brake repair procedures, disc brake repair procedures, and a list of diagnosed brake problems. Photographs illustrate the text. Related documents are available as VT 010 267-VT 010 269 (also in this issue). (GR)

VT 010 267
Wheel Alignment Manual.

AMMCO Tools, Inc., North Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
AMMCO No. 1300
AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
PUB DATE - 66 47p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); TEACHING PROCEDURES; *INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This comprehensive illustrated manual on wheel alignment service includes the following chapters: (1) Vehicle Suspension Design, (2) Front Suspensions and Steering System Service, (3) Wheel Alignment Factors, (4) Wheel Alignment Procedures, (5) Camber/Caster Adjustment Methods, and (6) Merchandising and Selling Wheel Services. Each chapter includes an index to the illustrations. Related documents are available as VT 010 263, VT 010 268, and VT 010 269 (also in this issue). (GR)

VT 010 268
Brake Service Manual.

AMMCO Tools Inc., North Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
AMMCO No. 70003
AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
PUB DATE - 68 68p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); RESOURCE MATERIALS; TEACHING PROCEDURES; *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Instructions for performing brake service on all passenger car hydraulic brake systems from 1950 through 1965, and on all power brake units are provided by a service division of a parts supplier. Sections, containing numerous diagrams and illustrations, cover the following topics: (1) Fundamentals of Operation, (2) Wheel Cylinders-Drum Brake, (3) Master Cylinders, (4) Removal and Installation of Brake Drums and Shoes, (5) Parking Brakes, (6) Servicing Brake Drums, (7) Disc Brakes - Servicing the Disc, (8) Brake Shoe Grinding, (9) Minor and Major Adjustments - Drum Brakes, (10) Bleeding the Hydraulic System, (11) Disc Brake Removal and Assembly, (12) Hydraulic Brake Power Booster Units, (13) Trouble Symptoms and Possible Causes, (14) Drum Brake Application Guide, and (15) Disc Brake Application Guide. Related documents are available as VT 010 263, VT 010 267, and VT 010 269 (all in this issue). (GR)

VT 010 269
Disc Brake Manual.

AMMCO Tools Inc., North Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
AMMCO No. 9424
AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
PUB DATE - 69 43p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); TEACHING PROCEDURES; *INSTRUCTIONAL AIDS

ABSTRACT - Developed from specifications and procedures recommended by automotive manufacturers, brake manufacturers, and brake parts and service equipment suppliers, the manual is an illustrated guide for the serviceman in servicing disc brakes, including 1969 models. Section headings are: (1) Fundamentals of Operation, (2) Brake Inspection, Removal and Assembly, (3) Disc Brake Service Procedures, (4) Servicing the Disc Brake Hydraulic System, (5) Disc Brakes Used on Foreign Cars, (6) Disc Brake Service Diagnosis, and (7) Disc Brake Specification Guide. Related documents are available as VT 010 263, VT 010 267, and VT 010 268 (all in this issue). (GR)

VT 010 350
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

Texas A and M Univ., College Station. Engineering Extension Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Series 2
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 ($.75).
PUB DATE - ND 66p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; *INSTRUCTIONAL FILMS; FILMSTRIPS; *FILM STUDY; TESTS; ANSWER KEYS

ABSTRACT - Designed for instructor use in conducting apprentice training programs, this bulletin provides content and availability sources for 15 films related to the plumbing and pipe fitting industry. Following brief reviews of the films, questions, with answers, are given, to be used at the instructor's discretion. Also included are objective tests and answer sheets covering six additional films which are named but not reviewed. The films cited may be borrowed for only the cost of return postage. (AW)

VT 010 457
Curry, Harold A.

Line Casting Keyboard Operation-1.

Marie Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($1.50).
PUB DATE - Jan56 123p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; *DEAF EDUCATION; PRINTING; TYPEWRITING; ACHIEVEMENT TESTS
IDENTIFIERS - *LINECASTING KEYBOARD OPERATORS

ABSTRACT - Prepared by an instructor at the Marie Katzenbach School for the Deaf for deaf students interested in becoming operators of linecasting machines, the illustrated handbook contains the following units: (1) Keyboard Operation, (2) Operation of Keyboard, (3) The Fingering System, (4) Word Practice, (5) Keyboard Practice, (6) Sentence Practice, (7) Punctuation Marks, (8) Capital Letters, (9) Proofreading, (10) Italic and Bold-face Type, (11) Figures, (12) Division of Words, (13) Straight Matter, (14) Caps and Small Caps, and (15) Care of the Machine. Objectives, information, and assignments make up each lesson of the units. Also included are a glossary of terms and an achievement test for each unit. (SB)

VT 010 543
What a Fireman Should Know About Sprinkler Systems. California Fire Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($.50).
PUB DATE - May67 32p.; Industrial Materials Developed by Group V, Fire Training Officers' Workshop (Fresno, California, May, 1967).

DESCRIPTORS - *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; *FIRE PROTECTION; *FIRE SCIENCE EDUCATION; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *SPRINKLER SYSTEM

ABSTRACT - Developed in a fire training officers' workshop, this instructional guide contains material about sprinkler systems. The unit, including stated objectives in the form of questions that students might ask, and study assignments when appropriate, are: (1) History and Development of Sprinkler Systems, (2) Design and Installation of Sprinkler Systems, (3) Water Supplies for Sprinkler Systems, (4) Sprinkler Heads, (5) Sprinkler Alarms, (6) Types of Sprinkler Systems, (7) Economics of Sprinkler Protection, (8) Inspection and Testing of Sprinkler Systems, (9) Use of Sprinkler Systems During a Fire, and (10) Operating Procedure Following a Fire. (GR)

VT 010 544
Fire Department Driver Training Manual of Instruction, Course Outline, and Trade Technical Information Sheets. California Fire Service Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($1.00).
PUB DATE - May66 76p.

DESCRIPTORS - *FIRE FIGHTERS; SAFETY EDUCATION; *DRIVER EDUCATION; *TRAFFIC SAFETY; *INSTRUCTIONAL MATERIALS; TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - This driver training manual, developed by participants of a fire training officers' workshop, outlines practice demonstrations for the drill ground and the classroom, as well as related information regarding safe driving practices. Major topics are: (1) Driver Responsibility and Qualifications, (2) Vehicle Operational Practices, (3) Standard Driving Practices, (4) The Tillerman, (5) Collision and Accident Prevention, (6) Field Training, and (7) Inspection and Maintenance Schedule. A glossary of technical terms and a list of reference materials are appended. (GR)

VT 010 545
Bent, Edward W.
Manual of Salvage Operations. California Fire Service Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education

MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($1.25).
PUB DATE - 69 89p.

DESCRIPTORS - *FIRE SCIENCE EDUCATION; FIRE FIGHTERS; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL EDUCATION; SERVICE OCCUPATIONS; *INSTRUCTIONAL MATERIALS; *PRESERVATION; *FIRE PROTECTION
IDENTIFIERS - *SALVAGE OPERATIONS; FIRE SERVICE; FIRE DEPARTMENT TRAINING

ABSTRACT - Prepared by the State Fire Service Training Program staff, this salvage operations manual may be used as a fire department training manual, a reference for students enrolled in fire service training and fire science courses, or a source of information for individual study toward career advancement. Major topics include: (1) Fire Department Salvage Work, (2) Care and Handling of Salvage Covers, (3) Use of Salvage Covers, (4) Protecting Property and Removing Excess Water, (5) Salvage Operations in Sprinklered Risks, (6) Overhauling Premises, (7) Controlling Utilities and Other Services, and (8) Salvage Equipment. This document is illustrated with line drawings and photographs. (GR)

VT 010 546
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

Electricity Supply Industry Training Board, London (England)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Dec69 47p.

DESCRIPTORS - *INDUSTRIAL TRAINING; *PROGRAM GUIDES; *INDUSTRIAL PERSONNEL; *ELECTRICITY; SUBPROFESSIONALS; ON THE JOB TRAINING; *PROGRAM CONTENT
IDENTIFIERS - ELECTRICITY SUPPLY TRAINING BOARD; ENGLAND; *POWER STATION OPERATORS

ABSTRACT - Based on current training practice in electricity boards' generating stations, this training guide provides current training practices for power station operators by defining the program and providing a formal system of monitoring and control. Contents of this guide are: (1) Occupational Description, (2) Aims, (3) Sequence of Recruitment and Promotion, (4) Pattern of Training, (5) Induction Training, (6) Introductory Training, (7) Formal Training, (8) On-the-Job Training, (9) Facilities for and Location of Training, (10) Associated Theory, (11) Further Education, and (12) Monitoring of Training. Eight training program outlines and a glossary of terms are appended. (GR)

VT 010 571
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($1.20).
PUB DATE - 57 157p.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *INSTRUCTIONAL MATERIALS; *FIRE SCIENCE EDUCATION; *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; TRAINING OBJECTIVES

ABSTRACT - This guide is a continuation of Book 1 on the use of fire apparatus and equipment for training fire department personnel, available as VT 010 572 (also in this issue). The 26 individual units of instruction are arranged under the following four major headings: (1) Handling Hose--Street Level, (2) Ladders, (3) Hose and Ladders--Above Ground Level, and (4) Rescue Equipment. Specific objectives for each major unit are included. The document is profusely illustrated with photographs. (GR)

VT 010 572
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($1.20).
PUB DATE - 57 157p.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *INSTRUCTIONAL MATERIALS; *FIRE SCIENCE EDUCATION; *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; TRAINING OBJECTIVES

ABSTRACT - This program guide, describing the use of small tools and appliances in the training program of fire department personnel, divides 30 specific units of instruction into the following four major units: (1) Forcible Entry and Miscellaneous Tools, (2) Lifting and Hoisting Equipment, (3) Fire Extinguishers and Foam Generators, and (4) Hose, Nozzles and Fittings. Specific objectives for each major unit are included. The document is profusely illustrated with photographs. Book 2 is available as VT 010 571 (also in this issue). (GR)

VT 010 582
Small Gasoline Engines; Study Guide and Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1282
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.50, answer book $1.25, test book $1.00, test answers $.50).
PUB DATE - Apr69 171p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; BIBLIOGRAPHIES; ANSWER KEYS; *AUTO MECHANICS; *ENGINES; *INQUIRY TRAINING

ABSTRACT - Prepared by trade and industrial education instructors for student use in studying small gasoline engines, the study guide includes a bibliography, a progress record chart, and 77 job assignment and information lessons and questions. Units include: (1) General Fundamentals of Small Gasoline Engines, (2) Engine Maintenance and Repair, (3) Carburetors, (4) Electrical System, (5) Lawn Mowers, and (6) Outboard Motors. A separate booklet contains job tests related to each of the 77 job assignments. Related documents "Small Gasoline Engines, Answer Book" and "Small Gasoline Engines, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 583
Building Maintenance, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1589
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($2.00, answer book $1.50).
PUB DATE - Oct68 124p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; BIBLIOGRAPHIES; *INQUIRY TRAINING; *BUILDING TRADES; *MAINTENENCE
IDENTIFIERS - *BUILDING MAINTENANCE

ABSTRACT - Prepared by Trade and Industrial Education coordinators for high school students in cooperative education studying building maintenance, the study guide includes a bibliography, a progress record chart, and 91 job assignments and information lessons and questions. Units are: (1) Blueprint Reading, (2) Electrical Work, (3) Heating, (4) Air Conditioning, (5) Plumbing, including Cold Water Supply, Drainage Systems, and Hot Water Supply, (6) Carpentry, (7) Machine Shop Practice, and (8) Glazing. An answer book "Answers, Building Maintenence" may be obtained from the source of availability indicated for this document. (GR)

VT 010 590
Air Conditioning and Refrigeration.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1591
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($2.00, answer book $1.50).
PUB DATE - Feb69 128p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; BIBLIOGRAPHIES; INQUIRY TRAINING; *AIR CONDITIONING; *REFRIGERATION MECHANICS; BUILDING TRADES; SERVICE OCCUPATIONS; *REFRIGERATION

ABSTRACT - Prepared by trade and industrial education coordinators for students of air conditioning and refrigeration, the study guide includes a bibliography, a progress record chart, and 147 job assignment and information lessons and questions. Section I contains 17 units on refrigeration, including: (1) Basic Refrigeration, (2) Basic Electricity, (3) Compressors (Domestic and Commercial), (4) Condensers (Domestic and Commercial), (5) Receivers, (6) Driers, Filters and Moisture Indicators, (7) Liquid Line Solenoid Valve, (8) Metering Devices, (9) Evaporators and Cooling Coils (Domestic and Commercial), (10) Installation Procedures (Commercial), (11) Suction Line Regulators (Commercial), (12) Heat Exchanger (Domestic and Commercial), (13) Bypass Valve (Domestic and Commercial), (14) Electrical Controls (Domestic and Commercial), (15) Pneumatic Controls (Commercial), (16) Electronic Controls, and (17) Special Systems. Section II contains six units on Air Conditioning, including: (1) Instruments for Checking System, (2) Window Air Conditioning Units, (3) Central Air Conditioning (Heating and Cooling), (4) Heat Pumps, (5) Absorption Systems, and (6) Automobile Air Conditioning. An answer book "Answer Book for Air Conditioning and Refrigeration" may be obtained from the source of availability indicated for this document. (GR)

VT 010 601
Volkswagen Mechanics, Study Guide and Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1584
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.25, answer book $.50, test book $1.00, test answers $.50).
PUB DATE - Aug68 108p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ANSWER KEYS; COOPERATIVE EDUCATION; BIBLIOGRAPHIES; INQUIRY TRAINING; AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); MOTOR VEHICLES
IDENTIFIERS - *VOLKSWAGEN MECHANICS

ABSTRACT - Prepared by trade school instructors for students in cooperative education studying Volkswagen mechanics, the study guide includes a bibliography, progress record chart, and 48 job and information lessons on servicing and repair procedures. A separate booklet contains job tests related to each of the 48 job and information lessons. Related documents "Volkswagen Mechanics, Answer Book," and "Volkswagen Mechanics, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 620
Penrod, L.O.
Everyday Arithmetic for Printers.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.50, answer book $.75).
PUB DATE - Jul64 96p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; *ARITHMETIC; *PRINTING

ABSTRACT - Developed for students, this study guide contains content, examples, and problems for these topics: (1) fractions, (2) decimals, (3) interest and percentage, (4) square root, (5) point system, (6) spacing, (7) measuring type, (8) weighing type, (9) finding leads to the pound, (10) finding value of stock, (11) cutting and finding weight of paper, (12) proportion, (13) margins, (14) ratio and proportion, (15) copy fitting, (16) imposition, (17) estimating the ink, and (18) estimating a printed job. An answer book "An Answer Book for Everyday Arithmetic for Printers" may be obtained from the source of availability indicated for this document. (SB)

VT 010 621
Offset Printing, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.75, answer book $1.00).
PUB DATE - May64 92p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; *PRINTING; GRAPHIC ARTS; PHOTO COMPOSITION; *STUDY GUIDES; BIBLIOGRAPHIES; INQUIRY TRAINING

ABSTRACT - This study guide and progression record for offset printing students in a cooperative training program was prepared by a committee of State trade and industrial education coordinators. Eighty job and information lessons are given including related study references. After the student completes the job sheets and references, he records his progress on the progress chart, included at the beginning of the guide with the bibliography of references. An answer book may be obtained from the source of availability indicated for this document. (GR)

VT 010 627
Plumbing, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 ($2.00, answer book $1.25).
PUB DATE - Dec68 91p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; *PLUMBING; BUILDING TRADES; *STUDY GUIDES; BIBLIOGRAPHIES; INQUIRY TRAINING

ABSTRACT - Prepared by Trade and Industrial Education coordinators for high school cooperative students preparing for the plumbing trades, the study guide includes a bibliography, a progress record chart, and 70 job assignments and information lessons. An answer book may be obtained from the source of availability indicated for this document. (GR)

VT 010 629
Booker, L.R.
Weaving and Design Technology.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1601
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 ($1.85).
PUB DATE - Jun69 112p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL HOME ECONOMICS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *DESIGN; *TEXTILES INSTRUCTION; MECHANICAL DESIGN TECHNICIANS; FINISHING; POST SECONDARY EDUCATION

ABSTRACT - This textbook was written by a state teacher trainer to provide a text for students with an occupational interest in weaving and design technology. Chapters are: (1) The Slashing Operation, (2) Drawing-in Operation, (3) The Weaver and Weaving Operation, (4) Essential Motions in the Loom and the Weaving Process, (5) Type of Looms, (6) Cloth Room, (7) Finishing Processes, (8) Designing Basic Weaves, (9) Designing Derivative Weaves, and (10) Cloth Analysis. Photographs and line drawings illustrate the text. (SB)

VT 010 638
Servicing Carburetor Air Cleaners, Lesson I of Skills Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 ($.45).
PUB DATE - 66 33p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; AUTOINSTRUCTIONAL AIDS; *SKILL DEVELOPMENT; PSYCHOMOTOR SKILLS; *INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); SERVICE WORKERS
IDENTIFIERS - *CARBURETOR AIR CLEANERS

ABSTRACT - Developed as a demonstration project under the 1962 Manpower Development and Training Act, the booklet is for student use in learning to service carburetor air cleaners. Contents include: (1) descriptive information, (2) illustrated line drawings, (3) questions, and (4) an appended answer book. A pretest and duplicate posttest are included. (GR)

VT 010 682
Textile Technician, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 ($1.75, answer book $1.50).
PUB DATE - Aug69 107p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL HOME ECONOMICS; *STUDY GUIDES; SUBPROFESSIONALS; *TEXTILES INSTRUCTION; DESIGN; MECHANICAL DESIGN TECHNICIANS; ON THE JOB TRAINING; COOPERATIVE EDUCATION; ANSWER KEYS; *JOB SKILLS

ABSTRACT - This revised study guide and progress record for high school cooperative students in the field of textile manufacturing was prepared by a committee of trade and industrial education coordinators. The first part of the guide contains a listing of 60 job skills with spaces for the student to check his job progress in on-the-job training, and to check his related study progress in completing reading assignments and answering study questions. The remaining part of the guide contains study questions and suggested references for the 60 job skills. The job skills are grouped according to these topics: (1) General, (2) Opening and Cleaning, (3) Carding, (4) Drawing, (5) Roving, (6) Spinning, (7) Winding and Warping, (8) Slashing, (9) Weaving, and (10) Cloth Room. A bibliography of student references is included, and an answer book, "Textile Technician," may be obtained from the source of availability indicated for this document. (SB)

VT 010 690
Automobile Body and Fender Repair and Refinishing, Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O, Box 2847,
University, Alabama 35486 (job tests $1.00, test answers $.75).
PUB DATE - Mar66 68p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MOTOR VEHICLES; *AUTO BODY REPAIRMEN; *PERFORMANCE TESTS

ABSTRACT - This document, prepared by trade and industrial education personnel, contains 71 job tests on automobile body and fender repair and refinishing. It is designed to accompany a related study guide available as ED 013 929 or VT 002 376 (AIM Winter 1967). An answer book "Automobile Body and Fender Repair and Refinishing, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 771
A Suggested Instructional Guide in Cosmetology.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education
Building, Albany, New York 12224 ($2.00).
PUB DATE - 68 122p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGISTS; SERVICE OCCUPATIONS; JOB SKILLS; MANAGEMENT; OCCUPATIONAL INFORMATION; UNIT PLAN; BIBLIOGRAPHIES

ABSTRACT - Developed by a committee of cosmetology instructors, this teacher's guide outlines a program to prepare students as cosmetologists or beauticians, emphasizing the knowledge needed to pass a State Board Examination and obtain a license. The 120-hour course includes first the general concept and objectives followed by a four-column outline including specific concepts, skills, related information and suggested student participation for 12 units of instruction concerning the techniques of cosmetology and five units of instruction concerning shop operation and management. Suggested number of hours are given for each unit as well as percent emphasis that each unit should receive for those schools planning a program longer than 120 hours. General program objectives are discussed and job descriptions in cosmetology are outlined for 20 occupations requiring a license and five occupations not requiring a license. A bibliography of textbooks and references, manuals, bulletins and pamphlets, magazines and periodicals, films, and charts and audiovisual devices is included. The teacher for this program should be a licensed cosmetology instructor. (SB)

VT 011 216 ED 040 291
Haines, Peter G., And Others
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

Michigan State Univ., East Lansing. Dept. of Secondary Education and Curriculum
Michigan State Dept. of Education, Lansing. Div. of Vocational Education
EDRS PRICE MF-$0.75 HC-$8.90
State Director of Vocational Education, Michigan Department of Education, Lansing, Michigan 48910.
PUB DATE - 70 176p.

DESCRIPTORS - *COOPERATIVE EDUCATION; *PROGRAM ADMINISTRATION; *PROGRAM COORDINATION; VOCATIONAL EDUCATION; *MANPOWER DEVELOPMENT; EDUCATIONAL PROGRAMS; ON THE JOB TRAINING; *ADMINISTRATOR GUIDES; INSTRUCTOR COORDINATORS

ABSTRACT - Developed by a research and development program director, research associate, and curriculum consultant and reviewed by Manpower Development and Training (MDT) personnel, this handbook is for supervisors and coordinators of MDT programs. The first part contains basic information on understanding the cooperative plan of instruction, which includes a discussion of goals, programs, and trainees, as well as background of the use and overview of the cooperative plan as it relates to manpower training. The second part emphasizes the organization and administration of an MDT-cooperative program, the development of the cooperative training station, and the correlation and coordination of related instruction with on-the-job experiences. A topic locator and glossary are included as well as many charts and sample forms. (AUTHOR/SB)

VT 011 236
Women's Wear, Advanced Patternmaking. Suggested Content Outline and Teaching Guide.

New York City Board of Education, Brooklyn, N.Y. Evening Trade Schools
New York State Education Dept., Albany. Div. of Industrial and Occupational Extension Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 104p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; CLOTHING DESIGN; *PATTERNMAKING; ILLUSTRATIONS; SKILLED LABOR

ABSTRACT - This companion to VT 011 237 (also in this issue) was developed by a trade school teacher for use in teaching an advanced patternmaking course consisting of 50 2-hour sessions to journeymen and apprentices employed in the apparel industry. Course objectives, sample lesson plan, references, content outlines and teaching method are suggested for each session. Eight illustrations are included in the guide. (SB)

VT 011 237
Women's Wear, Elementary Patternmaking. Suggested Content Outline and Teaching Guide.

New York City Board of Education, Brooklyn, N.Y. Evening Trade Schools
New York State Education Dept., Albany. Div. of Industrial and Occupational Extension Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 142p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; CLOTHING DESIGN; *PATTERNMAKING; ILLUSTRATIONS; SKILLED LABOR

ABSTRACT - Prepared by a trade school teacher, this guide is for use in teaching an elementary patternmaking course consisting of 50 2-hour sessions to apprentices and journeymen employed in the apparel industry. Course objectives, sample lesson plan, references, content outlines, and teaching suggestions are given for each session. The guide also includes 25 illustrations. The advanced patternmaking guide is available as VT 011 236 (also in this issue). (SB)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 000 420
Peale, Burma Rose, And Others
Teaching Consumer Education to Special Students on the Secondary Level. Bulletin Series no. EP-2265.

Orange County Board of Education, Calif. Educational Services Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan64 93p.

DESCRIPTORS - *TEACHING GUIDES; *CONSUMER EDUCATION; *EDUCABLE MENTALLY HANDICAPPED; *SPECIAL EDUCATION; HIGH SCHOOLS; COURSE CONTENT; AUDIOVISUAL AIDS; REFERENCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - The teacher of the mentally retarded student has the special challenge of presenting a functionally oriented program to prepare the students for an adult community. This guide, designed for special education teachers, is suggested for use at the 10th and 11th grade levels as part of a comprehensive course in functional home-living. The six major areas of consumer economics covered are: (1) money and banks, (2) using money wisely, (3) buying wisely, (4) effective use of credit, (5) investing in a home, and (6) protection through insurance. Within each major area the material is organized by instructional units, suggested educational activities, audiovisual aids, and suggested materials for teacher references. A selected bibliography is appended. (CH)

VT 002 846
Beam, H.E.
Introduction to Vocational Education, A Suggested Course Outline.

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul63 134p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS; LESSON PLANS; *OCCUPATIONAL INFORMATION; LEARNING THEORIES; *EDUCATIONAL EXPERIENCE

ABSTRACT - This course outline is for teachers to use in planning an introductory course to vocational education in which students explore in some depth a small number of occupations. The five major units are: (1) Relating Our Economic System to Occupations and to Us, (2) Exploring Manual and Mechanical Occupations, (3) Exploring Clerical, Sales, and Service Occupations, (4) Exploring Professional, Technical, and Managerial Occupations, and (5) Evaluating and Planning Ahead. Each unit includes major learning outcomes, planned learning experiences, additional educational experiences for the unit, and materials and references. A bibliography and additional course material are appended. (GR)

VT 010 406
Green, John R.
Calculus For Technicians.

Union County Technical Inst., Mountainside, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Apr65 263p.

DESCRIPTORS - *TECHNICAL EDUCATION; *STUDY GUIDES; MATHEMATICS; *CALCULUS; PROBLEM SOLVING; POST SECONDARY EDUCATION; TESTS

ABSTRACT - Developed by a technical institute instructor for technicians in a postsecondary technical institute, this workbook contains problems relating to the basic concepts of analytical geometry and calculus, and also includes problems aligned to physics and electronics. Following a basic mathematics quiz, chapters cover: (1) Review of Fundamentals of Algebra, (2) Graphical Mathematics, (3) Plane Analytical Geometry, (4) Differentiation, (5) Integration, (6) Calculus of Logarithmic and Exponential Functions, and (7) Calculus of Trigonometric Functions. The units in each chapter contain explanatory matter accompanied by examples and problems. A formulas and derivative table is included. (SB)

VT 010 529
Careers in Government Service.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($.50; filmstrip, script and taped narration $7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *GOVERNMENT EMPLOYEES; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 51-frame filmstrip was developed by the School of Agriculture, California State Polytechnic College to provide information on the history, progress, and variety of agricultural occupations available in government service. Briefly discussed are the qualifications needed for entry into these occupations, starting salaries, and opportunities for advancement. (CH)

VT 010 530
Careers in Natural Resources Management.

California State Polytechnic Coll., San Luis Obispo. Vocational Edcation Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo. California 93401 (filmstrip, script, and taped narration, $7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *NATURAL RESOURCES; *MANAGEMENT; *OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 52-frame filmstrip was developed by the Soil Science Department of California State Polytechnic College to provide information on the history, progress, and variety of natural resources management occupations. Briefly discussed are the qualifications needed for entry into these occupations, starting salaries, and opportunities for advancement. (CH)

VT 010 709
Crowley, Thomas H.
Understanding Computers.

Bell Telephone Labs., Inc., Murray Hill, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
Publishers Service Company, Room 600, 75 Varick Street, New York, New York 10013 ($2.00).
PUB DATE - 67 145p.

DESCRIPTORS - *RESOURCE MATERIALS; *DIGITAL COMPUTERS; *COMPUTER SCIENCE; *DATA PROCESSING; *INPUT OUTPUT

ABSTRACT - Written by the Director of the Computing Science Research Center at Bell Telephone Laboratories, this book is designed to enable non-technical readers to understand how modern digital computers operate, their limitations, and their effect on society. In addition to explanations of the basic functions of memory, control, processing, input, and output, the book discusses, in non-technical terms, the devices used in a computer to perform these functions. An imaginary computer is described in detail in order to introduce the ideas of an instruction set and a program of instructions. Modern computer improvements and problems involved in computer usage are also covered. A selected general bibliography on computers and an index are provided. The book is illustrated with diagrams, tables, drawings, and photographs. (AW)

VT 010 767 ED 037 582
White, Robert H., Comp.
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. A Compilation of Materials Abstracted by the VT-ERIC Clearinghouse.

South Carolina Vocational Education Research Coordinating Unit, Clemson
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
EDRS PRICE MF-$0.50 HC-$5.75

PUB DATE - Oct69 113p.

DESCRIPTORS - *ABSTRACTS; *RESEARCH COORDINATING UNITS; *INFORMATION DISSEMINATION; *VOCATIONAL EDUCATION; *VOCATIONAL EDUCATION TEACHERS; MICROFICHE
IDENTIFIERS - ABSTRACTS OF INSTRUCTIONAL MATERIALS; AIM

ABSTRACT - This document contains abstracts of ERIC-processed instructional materials which would be useful for teachers involved in cooperative type vocational education. There are 189 abstracts covering 96 different occupations. A subject index provides the page numbers of the abstracts pertaining to a particular subject or occupation. In addition to the abstracts, the report includes descriptors or key ideas for each document and information on where the document can be obtained. (BC)

VT 010 828 ED 039 335
Meckley, Richard F., And Others
Simulation Training in Planning Vocational Education Programs and Facilities. Final Report. Research Series No. 52.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C. Bureau of Research
EDRS PRICE MF-$1.00 HC-$10.25 OEG-3-7-000158-2037 08
BR-7-0158
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 ($3.50).
PUB DATE - Apr70 203p.

DESCRIPTORS - *VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; *SIMULATION; *PROGRAM PLANNING; FACILITY GUIDELINES; SITE SELECTION; *DECISION MAKING SKILLS; TEACHING GUIDES; *LEADERSHIP TRAINING; TEACHING METHODS; EDUCATIONAL RESEARCH; MATERIAL DEVELOPMENT

ABSTRACT - Developed as part of a project to design, test, and disseminate simulation training materials for state leadership development, these exercises focus on developing personal and technical skills in vocational education program and facility planning. The simulation training strategy provides tryout experiences in interpersonal and other critical problem areas. The four simulated task areas in this publication are program planning, proposal preparation, site selection, and preliminary facility planning. For each exercise an introduction provides objectives, background data, and general instructions. Sample student working papers are to be used to take actions called for by the simulation exercise. An instructor's manual discusses the simulation materials, provides an instructional model to use in presenting the exercises, and suggests supplemental content. These materials were pilot tested with a class of graduate interns in vocational education at a state university. An earlier publication in this series, featuring the development of supervision and decision-making skills, is available as ED 038 501 or VT 010 277 (ARM Fall 1970). (SB)

VT 010 857 ED 038 532
McCowan, Richard J.; Mongerson, M. Duane
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

State Univ. of New York, Buffalo. Coll. at Buffalo. Campus Lab. School
New York State Education Dept., Albany. Bureau of Occupational Education Research
EDRS PRICE MF-$0.25 HC-$1.95
PUB DATE - Dec69 37p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS; *INSTRUCTIONAL PROGRAMS; *MAIDS; SERVICE OCCUPATIONS; HOTELS; *EDUCABLE MENTALLY HANDICAPPED; TRAINABLE MENTALLY HANDICAPPED; SIMULATION; SIMULATED ENVIRONMENT; TEACHING TECHNIQUES; SYSTEMS ANALYSIS; PROGRAM PLANNING; CURRICULUM RESEARCH

ABSTRACT - Developed by the Campus Laboratory School of the State College at Buffalo, this program description proposes a simulated work environment which could be used to train educable and trainable retardates for hotel/motel aides more effectively and economically than on-the-job training or classroom lecture instruction. The proposed method of instruction is one of using simulation techniques, including gaming, in-basket, and mechanical and multi-media. A conceptualization of the learning process is expressed in a curriculum model which emphasizes a systems analysis approach and consists of behaviorally-based learning experiences. The program contains 18 training modules each lasting 60 minutes and consisting of one video tape, supporting instructional materials, and a simulated work environment for the student. Also discussed is the use of the Critical Path Method in planning and evaluating a curriculum research program. References are included, and sample course units are appended. These procedures could be used as a generalizable curriculum model with other groups in a variety of academic and vocational areas. (SB)

VT 011 510 ED 041 159
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
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ABSTRACT - This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject index are provided. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Documents Reproduction Service (ED 041 177 or VT 011 551, also in this issue). Others are available from the source identified in the abstract. (CD)

VT 011 551 ED 041 177
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

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ABSTRACT - Documents announced with VT numbers only in the Spring 1970 issue (ED 041 159 or VT 011 510, also in this issue) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

VT 011 830 ED (SEE JAN '71 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

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ABSTRACT - Cumulative indexes to the four issues of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), and the four issues of "Abstracts of Research and Related Materials in Vocational and Technical Education" (ARM) published quarterly, Fall 1969-Summer 1970, are provided in this annual publication. Researchers, supervisors, teacher educators, education specialists, administrators, and teachers may use this document as a tool in searching by author or by subject for materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Sections include: (1) Subject Index, (2) Personal and Institutional Authors Index, (3) Vocational and Supporting Services Index, (4) VT Number, Issue, and Page Number Index, and (5) Conversion of Document Number Index. (DM)

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VT 011 850   ED (SEE JAN '71 RIE)
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Ohio State Univ., Columbus. Center for Vocational and Technical Education
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EDRS PRICE MF-$52.75 HC NOT AVAILABLE FROM EDRS.
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SUBJECT AND IDENTIFIER INDEX

PAGE

ABSTRACTS
VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

ACCIDENT PREVENTION
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

ADMINISTRATOR GUIDES
VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.
VT 010 615 22
Vocational Office Education in Florida High Schools.
VT 010 773 23
Administrative Handbook for Business and Distributive Education.
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

ADULT EDUCATION
VT 010 245 21
Introduction to Automatic Data Processing.
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.
VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

ADULT FARMER EDUCATION
VT 002 841 6
Livestock Feeds and Feeding.

ADULT VOCATIONAL EDUCATION
VT 008 757 62
Welding and Flame-Cutting Processes and Practices.
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.
VT 011 220 42
Oral Histology.

ADVERTISING LAYOUT
VT 010 412 32
Advertising Layout and Copy.

AGRICULTURAL CHEMICAL OCCUPATIONS
VT 001 346 5
Agricultural Chemicals.
VT 008 503 7
Agricultural Chemicals Employee.

PAGE

AGRICULTURAL EDUCATION
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.
VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.
VT 010 362 9
Legal Principles for Farm Managers.
VT 010 363 9
Agricultural Cooperatives.
VT 010 527 12
Tree Identification: Western Pines.
VT 010 754 15
Fundamentals of Service: Power Trains.
VT 010 755 16
Fundamentals of Service: Hydraulics.
VT 010 756 16
Fundamentals of Service: Engines.
VT 010 757 16
Fundamentals of Service: Electrical Systems.
VT 010 968 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.

AGRICULTURAL ENGINEERING
VT 001 571 5
Vocational Agriculture Course of Study Guide.
VT 010 251 7
Cold Metal Work in Vocational Agriculture.
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.
VT 010 360 8
The Internal Combustion Engine.
VT 010 754 15
Fundamentals of Service: Power Trains.
VT 010 755 16
Fundamentals of Service: Hydraulics.
VT 010 756 16
Fundamentals of Service: Engines.
VT 010 757 16
Fundamentals of Service: Electrical Systems.
VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

SUBJECT AND IDENTIFIER INDEX

PAGE

AGRICULTURAL MACHINERY
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.
VT 010 534 13
Careers in Farm Machinery Sales and Service.
VT 010 542 14
Tractor Fuels and Lubricants, Selecting and Storing.
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

AGRICULTURAL MACHINERY OCCUPATIONS
VT 010 754 15
Fundamentals of Service: Power Trains.
VT 010 755 16
Fundamentals of Service: Hydraulics.
VT 010 756 16
Fundamentals of Service: Engines.
VT 010 757 16
Fundamentals of Service: Electrical Systems.
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

AGRICULTURAL OCCUPATIONS
VT 010 528 12
Careers in Animal Industry.
VT 010 529 81
Careers in Government Service.
VT 010 531 13
Careers in Ornamental Horticulture.
VT 010 532 13
Careers in Farm Supplies.
VT 010 533 13
Careers in Farm Services.
VT 010 534 13
Careers in Farm Machinery Sales and Service.
VT 010 535 14
Careers in Crops.

AGRICULTURAL PRODUCTION
VT 000 949 4
Agricultural Production and Management.
VT 000 989 4
Agricultural Instruction, Units I-VIII.
VT 001 238 5
Source Units for the Dairy Enterprise.
VT 002 731 6
Fertilizer and Lime.
VT 002 841 6
Livestock Feeds and Feeding.
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.

PAGE

VT 010 480 11
Source Unit in Animal Breeding.
VT 010 484 12
Source Unit in Feeds and Feeding.
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.
VT 010 762 17
Standards for Measures of Efficiency for 1969.
VT 010 968 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.

AGRICULTURAL SAFETY
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

AGRICULTURAL SUPPLIES
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 010 532 13
Careers in Farm Supplies.

AGRICULTURAL SUPPLY OCCUPATIONS
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 008 503 7
Agricultural Chemicals Employee.
VT 011 070 34
Farm, Home, and Garden Supplies.

AGRICULTURAL TECHNICIANS
VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.
VT 010 968 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.

AIR CONDITIONING
VT 010 590 74
Air Conditioning and Refrigeration.

SUBJECT AND IDENTIFIER INDEX

PAGE

AIR CONDITIONING EQUIPMENT
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.

ALBERTA
VT 010 439 53
Junior High School Curriculum Guide for Industrial Arts.

ANIMAL INDUSTRY
VT 010 528 12
Careers in Animal Industry.

ANIMAL SCIENCE
VT 000 989 4
Agricultural Instruction, Units I-VIII.
VT 010 418 10
Livestock (Overhead Transparency Masters).
VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).

ANNOTATED BIBLIOGRAPHIES
VT 011 510 ED 041 159 83
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.
VT 011 834 ED (SEE JAN '71 RIE) 84
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

ANSWER KEYS
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.
VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.

APPRENTICESHIPS
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.

PAGE

VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

ARITHMETIC
VT 010 620 75
Everyday Arithmetic for Printers.

ASSIGNMENTS
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.

SUBJECT AND IDENTIFIER INDEX

PAGE

AUDIO EQUIPMENT
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.

AUDIOVISUAL AIDS
VT 001 998 44
Home Economics Humanities Media Guide.
VT 010 411 32
Display Made Easy.
VT 010 528 12
Careers in Animal Industry.
VT 010 529 81
Careers in Government Service.
VT 010 530 81
Careers in Natural Resources Management.
VT 010 531 13
Careers in Ornamental Horticulture.
VT 010 532 13
Careers in Farm Supplies.
VT 010 533 13
Careers in Farm Services.
VT 010 534 13
Careers in Farm Machinery Sales and Service.
VT 010 535 14
Careers in Crops.
VT 010 776 24
Your Business Teaching.

AUTO BODY REPAIRMEN
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.

AUTO MECHANICS
VT 010 360 8
The Internal Combustion Engine.
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.

AUTO MECHANICS (OCCUPATION)
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.
VT 010 267 70
Wheel Alignment Manual.
VT 010 268 71
Brake Service Manual.
VT 010 269 71
Disc Brake Manual.
VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.
VT 010 638 76
Servicing Carburetor Air Cleaners.

AUTOMOBILE BRAKE REPAIR
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.

BEGINNING TEACHERS
VT 002 834 58
Handbook for Trade and Industrial Education Teachers.

PAGE

BIBLIOGRAPHIES
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.
VT 010 742 45
Resources in Home Economics for the Blind Homemaker.
VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

BLIND
VT 010 742 45
Resources in Home Economics for the Blind Homemaker.

BOATMEN
VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.

BOOKKEEPING
VT 001 881 20
Bookkeeping I, Syllabus.
VT 010 774 23
Bookkeeping Motivation Devices.

BOTANY
VT 010 421 10
Morphology of Grasses (Overhead Transparency Masters).

BUDGETING
VT 011 294 46
A Guide to Budgeting for the Family.

BUILDING MAINTENANCE
VT 010 583 74
Building Maintenance, A Study Guide.

BUILDING TRADES
VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 010 235 69
Training Recommendations: Scaffolders.
VT 010 583 74
Building Maintenance, A Study Guide.

BUSINESS EDUCATION
VT 001 873 20
Education for Business.
VT 001 881 20
Bookkeeping I, Syllabus.
VT 010 114 20
Supplementary Materials Handbook for Intensive Business and Office Education.
VT 010 465 21
Data Processing, A Course of Study.
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.
VT 010 773 23
Administrative Handbook for Business and Distributive Education.
VT 010 774 23
Bookkeeping Motivation Devices.
VT 010 775 23
Typewriting.
VT 010 776 24
Your Business Teaching.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

CALCULUS
VT 010 406 80
Calculus For Technicians.

CARBURETOR AIR CLEANERS
VT 010 638 76
Servicing Carburetor Air Cleaners.

CAREER GUIDANCE SERIES
VT 000 239 48
Industrial Arts Supplement.

CAREER PLANNING
VT 001 359 48
Industrial Arts.

CENTRAL SERVICE AIDES
VT 011 073 41
Guidelines for the Training of Central Service Aides.

CHILD CARE
VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.

CHILD CARE OCCUPATIONS
VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.

PAGE

CIVIL ENGINEERING
VT 002 645 56
Civil Engineering Technology, Field Book.
VT 002 656 56
Civil Engineering Technology.

CLASSROOM MATERIALS
VT 010 256 29
The How in Parliamentary Procedure.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.
VT 011 143 25
Timed Writing, No. 1-7.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

CLOTHING INSTRUCTION
VT 008 421 61
Dressmaking.

COCURRICULAR ACTIVITIES
VT 010 256 29
The How in Parliamentary Procedure.

COLLEGE BOUND STUDENTS
VT 009 288 51
A Technical Drawing Course for College-Preparatory Students.

COMMUNICATION OCCUPATIONS
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.

COMMUNICATIONS
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.

COMPUTER ORIENTED PROGRAMS
VT 010 458 32
Computer Games Management, Instructor's Manual.

COMPUTER SCIENCE
VT 010 709 81
Understanding Computers.

CONSERVATION EDUCATION
VT 000 949 4
Agricultural Production and Management.
VT 010 372 9
Directory of Conservation Education in Minnesota.

CONSUMER EDUCATION
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.
VT 002 808 44
Dollars Demand Decisions.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 011 294 46
A Guide to Budgeting for the Family.

COOKS
VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.

COOPERATIVE EDUCATION
VT 010 611 22
Business and Office Education: Before and After in Indiana.
VT 010 621 75
Offset Printing, A Study Guide.
VT 010 627 76
Plumbing, A Study Guide.
VT 011 070 34
Farm, Home, and Garden Supplies.
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

COOPERATIVE PROGRAMS
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

COOPERATIVES
VT 010 363 9
Agricultural Cooperatives.

CORRELATION
VT 003 553 49
Drafting Experiences for Intermediate School Pupils.
VT 008 634 62
Math-Physics Correlation Study.

COSMETOLOGISTS
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.
VT 010 771 77
A Suggested Instructional Guide in Cosmetology.

COSMETOLOGY
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.

COURSE CONTENT
VT 002 650 49
Guide Lines for the Junior High School Industrial Arts Program.
VT 010 465 21
Data Processing, A Course of Study.
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.

PAGE

COURSE DESCRIPTIONS
VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

COURSE OBJECTIVES
VT 011 179 46
Home Economics Curriculum Guide for Hawaii.

COURSES
VT 010 372 9
Directory of Conservation Education in Minnesota.

CROPS
VT 010 535 14
Careers in Crops.

CURRICULUM DEVELOPMENT
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

CURRICULUM GUIDES
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 946 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.
VT 000 949 4
Agricultural Production and Management.
VT 001 346 5
Agricultural Chemicals.
VT 001 571 5
Vocational Agriculture Course of Study Guide.
VT 001 881 20
Bookkeeping I, Syllabus.
VT 002 053 56
Water and Sewerage, A Course of Study.
VT 002 650 49
Guide Lines for the Junior High School Industrial Arts Program.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.
VT 002 841 6
Livestock Feeds and Feeding.
VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.
VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.
VT 008 421 61
Dressmaking.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.
VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.
VT 009 359 40
Nursing Home and Extended Care Administration.
VT 010 054 67
Police Administration.
VT 010 201 67
Vocational Industrial Education Service; Radio and Television Repair.
VT 010 245 21
Introduction to Automatic Data Processing.
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.
VT 010 439 53
Junior High School Curriculum Guide for Industrial Arts.
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.
VT 010 615 22
Vocational Office Education in Florida High Schools.
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.
VT 010 874 ED 039 339 45
Home Economics Education at the Secondary Level; A Curriculum Model.
VT 010 968 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.

PAGE

VT 011 134 ED 039 363 24
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.
VT 011 220 42
Oral Histology.

DAIRYMEN
VT 001 238 5
Source Units for the Dairy Enterprise.

DATA PROCESSING
VT 010 245 21
Introduction to Automatic Data Processing.
VT 010 465 21
Data Processing, A Course of Study.
VT 010 709 81
Understanding Computers.

DEAF EDUCATION
VT 010 457 71
Line Casting Keyboard Operation-1.

DECISION MAKING SKILLS
VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

DEMONSTRATIONS (EDUCATIONAL)
VT 007 363 50
Teaching Aids in Electricity.

DENTAL ASSISTANTS
VT 011 220 42
Oral Histology.

DESIGN
VT 010 629 76
Weaving and Design Technology.

DIGITAL COMPUTERS
VT 010 709 81
Understanding Computers.
VT 010 734 22
Introduction to Programming PDP-8 Family Computers.

DIRECTORIES
VT 010 372 9
Directory of Conservation Education in Minnesota.
VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

DISHWASHERS AND DISPOSERS
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.

SUBJECT AND IDENTIFIER INDEX

PAGE

DISPLAY PANELS
VT 010 411 32
Display Made Easy.

DISTRIBUTIVE EDUCATION
VT 000 013 28
Let's Analyze and Sell.
VT 001 323 28
Test Construction in Distributive Education.
VT 002 568 28
Marketing II, Teachers Manual.
VT 002 588 28
Cooperative Distributive Education; Teacher's Guide to Student Activities.
VT 002 683 29
Marketing I; Teachers Manual.
VT 010 256 29
The How in Parliamentary Procedure.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 010 333 30
Service Station Safety for Young Workers.
VT 010 336 30
Receiving, Checking, and Marking, A Distributive Education Manual.
VT 010 337 31
Stockkeeping; Individual Assignments.
VT 010 399 31
Your Guide to Better Meat Department Operations.
VT 010 409 31
Student Selection.
VT 010 411 32
Display Made Easy.
VT 010 412 32
Advertising Layout and Copy.
VT 010 419 32
Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums.
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.
VT 010 470 33
Introduction to Advertising.
VT 010 478 33
Related Guide..Job Employment, Distributive Education.
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.
VT 010 619 34
Variety Store Merchandising.
VT 010 773 23
Administrative Handbook for Business and Distributive Education.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.

PAGE

VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

DISTRIBUTIVE EDUCATION TEACHERS
VT 010 409 31
Student Selection.

DRAFTING
VT 002 656 56
Civil Engineering Technology.
VT 003 553 49
Drafting Experiences for Intermediate School Pupils.
VT 009 288 51
A Technical Drawing Course for College-Preparatory Students.

DRIVER EDUCATION
VT 010 544 72
Fire Department Driver Training Manual of Instruction.

EDUCABLE MENTALLY HANDICAPPED
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.
VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

EDUCATIONAL EXPERIENCE
VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

EDUCATIONAL EXPERIMENTS
VT 007 363 50
Teaching Aids in Electricity.

EDUCATIONAL PLANNING
VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.

SUBJECT AND IDENTIFIER INDEX

PAGE

EDUCATIONAL PROGRAMS
VT 010 571 73
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.
VT 010 572 73
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

EDUCATIONAL RESEARCH
VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

EDUCATIONAL RESOURCES
VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

ELECTRICAL APPLIANCES
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.

ELECTRICAL SYSTEMS
VT 010 757 16
Fundamentals of Service: Electrical Systems.

ELECTRICITY
VT 007 363 50
Teaching Aids in Electricity.
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

ELEMENTARY SCHOOL CURRICULUM
VT 011 352 46
Homemaking in the Sixth and Seventh Grades.

EMPLOYMENT INTERVIEWS
VT 010 478 33
Related Guide..Job Employment, Distributive Education.

ENGINES
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.
VT 010 756 16
Fundamentals of Service: Engines.

PAGE

ENTRY WORKERS
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.

ENVIRONMENTAL TECHNICIANS
VT 002 053 56
Water and Sewerage, A Course of Study.

EQUIPMENT
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.
VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

EQUIPMENT UTILIZATION
VT 002 345 49
Industrial Arts Safety Instruction.

EVALUATION TECHNIQUES
VT 009 884 44
Toward Better Evaluation in Home Economics.

EXPERIENCED TEACHER FELLOWSHIP PROGRAM
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

EXPERIMENTAL METAL CUTTING
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

FACILITY GUIDELINES
VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.

FARM MANAGEMENT
VT 000 949 4
Agricultural Production and Management.
VT 010 362 9
Legal Principles for Farm Managers.
VT 010 423 11
Land Measurement (Overhead Transparency Masters).
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

FEDERAL PROGRAMS
VT 010 745 14
ASCS and You, A Teacher's Manual.

SUBJECT AND IDENTIFIER INDEX

PAGE

FEDERAL PROGRAMS
VT 010 746 15
ASCS and You, A Student Resource Unit.

FERTILIZERS
VT 002 731 6
Fertilizer and Lime.
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

FIELD BOOK
VT 002 645 56
Civil Engineering Technology, Field Book.

FILM STUDY
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

FIRE FIGHTERS
VT 010 543 72
What a Fireman Should Know About Sprinkler Systems.
VT 010 544 72
Fire Department Driver Training Manual of Instruction.
VT 010 571 73
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.
VT 010 572 73
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

FIRE PROTECTION
VT 010 543 72
What a Fireman Should Know About Sprinkler Systems.
VT 010 545 72
Manual of Salvage Operations.

FIRE SCIENCE EDUCATION
VT 010 543 72
What a Fireman Should Know About Sprinkler Systems.
VT 010 545 72
Manual of Salvage Operations.
VT 010 571 73
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.
VT 010 572 73
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

FOOD SERVICE INDUSTRY
VT 010 399 31
Your Guide to Better Meat Department Operations.

PAGE

FOOD SERVICE OCCUPATIONS
VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.

FOOD STORES
VT 010 399 31
Your Guide to Better Meat Department Operations.

FOODS INSTRUCTION
VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

FOREIGN COUNTRIES
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.

FORESTRY
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.
VT 010 527 12
Tree Identification: Western Pines.

FORESTRY OCCUPATIONS
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.

SUBJECT AND IDENTIFIER INDEX

PAGE

FRANCHISE MERCHANDISING
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.

FUELS
VT 010 542 14
Tractor Fuels and Lubricants, Selecting and Storing.

GENETICS
VT 010 422 10
Genetics (Overhead Transparency Masters).
VT 010 480 11
Source Unit in Animal Breeding.

GEOMETRIC CONCEPTS
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.

GOVERNMENT EMPLOYEES
VT 010 529 81
Careers in Government Service.

GRADE 10
VT 000 946 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.

GRAPHIC ARTS
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.

GUIDELINES
VT 001 323 28
Test Construction in Distributive Education.
VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

GUIDES
VT 001 323 28
Test Construction in Distributive Education.
VT 010 527 12
Tree Identification: Western Pines.

HAND TOOLS
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.

HEALTH OCCUPATIONS
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.

PAGE

HEALTH OCCUPATIONS EDUCATION
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.
VT 000 330 40
Instructor's Source Book, Vocational Nurse Training Program.
VT 009 359 40
Nursing Home and Extended Care Administration.
VT 011 042 41
Selected Medical Terminology.
VT 011 073 41
Guidelines for the Training of Central Service Aides.
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.
VT 011 220 42
Oral Histology.

HEALTH PERSONNEL
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.
VT 011 073 41
Guidelines for the Training of Central Service Aides.

HEATING
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.

HEATING EQUIPMENT
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.

HEREDITY
VT 010 422 10
Genetics (Overhead Transparency Masters).

HIGH SCHOOL CURRICULUM
VT 010 611 22
Business and Office Education: Before and After in Indiana.
VT 010 615 22
Vocational Office Education in Florida High Schools.

HIGH SCHOOL STUDENTS
VT 010 458 32
Computer Games Management, Instructor's Manual.

HOME ECONOMICS EDUCATION
VT 010 874 ED 039 339 45
Home Economics Education at the Secondary Level; A Curriculum Model.

SUBJECT AND IDENTIFIER INDEX

PAGE

HOME ENTERTAINMENT EQUIPMENT
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.

HOME LAUNDRY EQUIPMENT
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.

HOMEMAKING EDUCATION
VT 001 998 44
Home Economics Humanities Media Guide.
VT 002 808 44
Dollars Demand Decisions.
VT 009 884 44
Toward Better Evaluation in Home Economics.
VT 010 742 45
Resources in Home Economics for the Blind Homemaker.
VT 011 029 45
Overhead Projection in the Home Economics Classroom.
VT 011 179 46
Home Economics Curriculum Guide for Hawaii.
VT 011 294 46
A Guide to Budgeting for the Family.
VT 011 352 46
Homemaking in the Sixth and Seventh Grades.

HOSPITAL PERSONNEL
VT 011 042 41
Selected Medical Terminology.

HYDRAULICS
VT 010 755 16
Fundamentals of Service: Hydraulics.

IDENTIFICATION
VT 010 527 12
Tree Identification: Western Pines.

INDEXES (LOCATERS)
VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

INDIVIDUALIZED PROGRAMS
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

INDUSTRIAL ARTS
VT 000 239 48
Industrial Arts Supplement.
VT 001 359 48
Industrial Arts.

PAGE

VT 002 112 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.
VT 002 650 49
Guide Lines for the Junior High School Industrial Arts Program.
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.
VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.
VT 009 288 51
A Technical Drawing Course for College-Preparatory Students.
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 313 ED 037 555 52
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.
VT 010 439 53
Junior High School Curriculum Guide for Industrial Arts.
VT 010 505 53
Modern Metalworking Technology.
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

INDUSTRIAL ARTS EDUCATION
VT 002 345 49
Industrial Arts Safety Instruction.

INDUSTRIAL EDUCATION
VT 010 638 76
Servicing Carburetor Air Cleaners.

INDUSTRIAL PERSONNEL
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

INDUSTRIAL TRAINING
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

SUBJECT AND IDENTIFIER INDEX

PAGE

INDUSTRIOLOGY PROJECT
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 313 ED 037 555 52
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.

INFORMATION DISSEMINATION
VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

INPUT OUTPUT
VT 010 709 81
Understanding Computers.

INQUIRY TRAINING
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.
VT 010 583 74
Building Maintenance, A Study Guide.

INSTRUCTIONAL ADMINISTRATION
VT 009 359 40
Nursing Home and Extended Care Administration.

INSTRUCTIONAL AIDS
VT 010 267 70
Wheel Alignment Manual.
VT 010 269 71
Disc Brake Manual.
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.
VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).

INSTRUCTIONAL FILMS
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

INSTRUCTIONAL MATERIALS
VT 007 363 50
Teaching Aids in Electricity.
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.
VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.

PAGE

VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.
VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.
VT 010 114 20
Supplementary Materials Handbook for Intensive Business and Office Education.
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 360 8
The Internal Combustion Engine.
VT 010 363 9
Agricultural Cooperatives.
VT 010 372 9
Directory of Conservation Education in Minnesota.
VT 010 544 72
Fire Department Driver Training Manual of Instruction.
VT 010 545 72
Manual of Salvage Operations.
VT 010 571 73
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.
VT 010 572 73
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.
VT 010 638 76
Servicing Carburetor Air Cleaners.
VT 010 747 23
Secretarial Techniques, Student Manual.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".
VT 011 510 ED 041 159 83
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.
VT 011 551 ED 041 177 83
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.
VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.
VT 011 834 ED (SEE JAN '71 RIE) 84
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.
VT 011 850 ED (SEE JAN '71 RIE) 84
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

INSTRUCTIONAL PROGRAMS
VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

INTERMEDIATE GRADES
VT 003 553 49
Drafting Experiences for Intermediate School Pupils.

IRELAND
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.

PAGE

JOB APPLICATION
VT 010 478 33
Related Guide..Job Employment, Distributive Education.

JOB SKILLS
VT 010 682 77
Textile Technician, A Study Guide.

JUNIOR HIGH SCHOOLS
VT 001 359 48
Industrial Arts.

LABORATORY EXPERIMENTS
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.
VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.

LABORATORY SAFETY
VT 002 345 49
Industrial Arts Safety Instruction.
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.

LAND MEASUREMENT
VT 010 423 11
Land Measurement (Overhead Transparency Masters).

LANDSCAPING
VT 001 093 4
Course of Study for Ornamental Horticulture Courses.

LAW ENFORCEMENT
VT 010 054 67
Police Administration.

LAW INSTRUCTION
VT 010 362 9
Legal Principles for Farm Managers.

LEADERSHIP TRAINING
VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

LESSON PLANS
VT 000 239 48
Industrial Arts Supplement.
VT 010 251 7
Cold Metal Work in Vocational Agriculture.

LINECASTING KEYBOARD OPERATORS
VT 010 457 71
Line Casting Keyboard Operation-1.

LIVESTOCK
VT 002 841 6
Livestock Feeds and Feeding.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 010 418 10
Livestock (Overhead Transparency Masters).
VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).
VT 010 480 11
Source Unit in Animal Breeding.

LUBRICANTS
VT 010 542 14
Tractor Fuels and Lubricants, Selecting and Storing.

LUMBER INDUSTRY
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.

MACHINE TOOL OPERATORS
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

MACHINE TOOLS
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

PAGE

MACHINISTS
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

MAIDS
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.
VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

MAINTENENCE
VT 010 583 74
Building Maintenance, A Study Guide.

MANAGEMENT
VT 010 530 81
Careers in Natural Resources Management.

MANAGEMENT DEVELOPMENT
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.

MANAGEMENT EDUCATION
VT 011 134 ED 039 363 24
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.

MANAGEMENT GAMES
VT 010 458 32
Computer Games Management, Instructor's Manual.

MANPOWER DEVELOPMENT
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

SUBJECT AND IDENTIFIER INDEX

PAGE

MANUALS
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.
VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.
VT 009 527 20
Office Education Association Handbook.
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.
VT 010 256 29
The How in Parliamentary Procedure.
VT 010 333 30
Service Station Safety for Young Workers.
VT 010 409 31
Student Selection.
VT 010 754 15
Fundamentals of Service: Power Trains.
VT 010 755 16
Fundamentals of Service: Hydraulics.
VT 010 756 16
Fundamentals of Service: Engines.
VT 010 757 16
Fundamentals of Service: Electrical Systems.
VT 010 773 23
Administrative Handbook for Business and Distributive Education.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

MAP DRAFTING
VT 002 656 56
Civil Engineering Technology.

PAGE

MAP SKILLS
VT 002 645 56
Civil Engineering Technology, Field Book.
VT 002 656 56
Civil Engineering Technology.

MARINE TECHNICIANS
VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.

MARINEOLOGY
VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.

MARKETING
VT 002 568 28
Marketing II, Teachers Manual.
VT 002 683 29
Marketing I; Teachers Manual.

MATHEMATICAL APPLICATIONS
VT 002 645 56
Civil Engineering Technology, Field Book.

MATHEMATICS
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.

MATHEMATICS CURRICULUM
VT 008 634 62
Math-Physics Correlation Study.

MEAT
VT 010 399 31
Your Guide to Better Meat Department Operations.

MEDICAL VOCABULARY
VT 011 042 41
Selected Medical Terminology.

MENS FURNISHINGS
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.

MERCHANDISING
VT 002 568 28
Marketing II, Teachers Manual.
VT 010 336 30
Receiving, Checking, and Marking, A Distributive Education Manual.
VT 010 411 32
Display Made Easy.
VT 010 470 33
Introduction to Advertising.
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 010 619 34
Variety Store Merchandising.

METAL INDUSTRY
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

METAL WORKING OCCUPATIONS
VT 010 251 7
Cold Metal Work in Vocational Agriculture.
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.
VT 010 505 53
Modern Metalworking Technology.

METALLURGY
VT 010 505 53
Modern Metalworking Technology.

METALS
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.

MONEY MANAGEMENT
VT 002 808 44
Dollars Demand Decisions.
VT 011 294 46
A Guide to Budgeting for the Family.

MOTOR VEHICLES
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.

NATURAL RESOURCES
VT 010 530 81
Careers in Natural Resources Management.

NDEA INSTITUTE
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.
VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.

NEEDLE TRADES
VT 008 421 61
Dressmaking.

NITRATES
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

NURSERIES (HORTICULTURE)
VT 001 093 4
Course of Study for Ornamental Horticulture Courses.

PAGE

NURSING HOMES
VT 009 359 40
Nursing Home and Extended Care Administration.

NUTRITION
VT 002 841 6
Livestock Feeds and Feeding.
VT 010 484 12
Source Unit in Feeds and Feeding.

OCCUPATIONAL CLUSTERS
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.

OCCUPATIONAL HOME ECONOMICS
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.
VT 010 874 ED 039 339 45
Home Economics Education at the Secondary Level; A Curriculum Model.

OCCUPATIONAL INFORMATION
VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.
VT 010 528 12
Careers in Animal Industry.
VT 010 529 81
Careers in Government Service.
VT 010 530 81
Careers in Natural Resources Management.
VT 010 531 13
Careers in Ornamental Horticulture.
VT 010 532 13
Careers in Farm Supplies.
VT 010 533 13
Careers in Farm Services.
VT 010 534 13
Careers in Farm Machinery Sales and Service.
VT 010 535 14
Careers in Crops.

OCCUPATIONS
VT 010 530 81
Careers in Natural Resources Management.
VT 010 531 13
Careers in Ornamental Horticulture.

OFF FARM AGRICULTURAL OCCUPATIONS
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.
VT 008 503 7
Agricultural Chemicals Employee.
VT 010 528 12
Careers in Animal Industry.

SUBJECT AND IDENTIFIER INDEX

PAGE

OFFICE OCCUPATIONS
VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

OFFICE OCCUPATIONS EDUCATION
VT 009 527 20
Office Education Association Handbook.
VT 010 245 21
Introduction to Automatic Data Processing.
VT 010 611 22
Business and Office Education: Before and After in Indiana.
VT 010 615 22
Vocational Office Education in Florida High Schools.
VT 011 134 ED 039 363 24
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.
VT 011 142 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.
VT 011 143 25
Timed Writing, No. 1-7.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.
VT 011 151 26
Phonics Review for Shorthand.
VT 011 152 26
Phonics Review for Shorthand. Teacher's Edition.

OFFICE PRACTICE
VT 010 747 23
Secretarial Techniques, Student Manual.

ORGANIZATIONS (GROUPS)
VT 009 527 20
Office Education Association Handbook.

ORNAMENTAL HORTICULTURE
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.
VT 001 093 4
Course of Study for Ornamental Horticulture Courses.
VT 010 531 13
Careers in Ornamental Horticulture.

ORNAMENTAL HORTICULTURE OCCUPATION
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.

PAGE

VT 001 093 4
Course of Study for Ornamental Horticulture Courses.

OVERHEAD PROJECTORS
VT 011 029 45
Overhead Projection in the Home Economics Classroom.

PAINTING
VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

PARAMEDICAL OCCUPATIONS
VT 011 042 41
Selected Medical Terminology.
VT 011 073 41
Guidelines for the Training of Central Service Aides.
VT 011 220 42
Oral Histology.

PARLIAMENTARY PROCEDURES
VT 010 256 29
The How in Parliamentary Procedure.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.

PATTERNMAKING
VT 011 236 78
Women's Wear, Advanced Patternmaking.
VT 011 237 78
Women's Wear, Elementary Patternmaking.

PERFORMANCE TESTS
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.

PHONICS
VT 011 151 26
Phonics Review for Shorthand.
VT 011 152 26
Phonics Review for Shorthand. Teacher's Edition.

PHYSICS CURRICULUM
VT 008 634 62
Math-Physics Correlation Study.

PLANT SCIENCE
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.
VT 002 731 6
Fertilizer and Lime.
VT 010 421 10
Morphology of Grasses (Overhead Transparency Masters).

SUBJECT AND IDENTIFIER INDEX

PAGE

PLUMBING
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.
VT 010 627 76
Plumbing, A Study Guide.

POLICE
VT 010 054 67
Police Administration.

POWER MECHANICS
VT 002 112 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.

PAGE

VT 010 360 8
The Internal Combustion Engine.
VT 010 754 15
Fundamentals of Service: Power Trains.

POWER STATION OPERATORS
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

PRACTICAL NURSES
VT 000 330 40
Instructor's Source Book, Vocational Nurse Training Program.

PRESERVATION
VT 010 545 72
Manual of Salvage Operations.

PREVOCATIONAL EDUCATION
VT 010 874 ED 039 339 45
Home Economics Education at the Secondary Level; A Curriculum Model.

PRINTING
VT 010 620 75
Everyday Arithmetic for Printers.
VT 010 621 75
Offset Printing, A Study Guide.

PROBLEM SETS
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

PROGRAM ADMINISTRATION
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

PROGRAM CONTENT
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

PROGRAM COORDINATION
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

PROGRAM DESCRIPTIONS
VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

SUBJECT AND IDENTIFIER INDEX

PAGE

PROGRAM GUIDES
VT 001 093 4
Course of Study for Ornamental Horticulture Courses.
VT 001 873 20
Education for Business.
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.
VT 010 969 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.
VT 011 073 41
Guidelines for the Training of Central Service Aides.

PROGRAM PLANNING
VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

PROGRAMED TEXTS
VT 011 042 41
Selected Medical Terminology.

PROGRAMING
VT 010 734 22
Introduction to Programming PDP-8 Family Computers.

PROGRAMING LANGUAGES
VT 010 734 22
Introduction to Programming PDP-8 Family Computers.

PUBLICIZE
VT 010 412 32
Advertising Layout and Copy.
VT 010 470 33
Introduction to Advertising.

RADIO TECHNOLOGY
VT 010 201 67
Vocational Industrial Education Service; Radio and Television Repair.

PAGE

RANGES AND COOKING UNITS
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.

RECORDS (FORMS)
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

RECREATION
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

REFERENCE MATERIALS
VT 010 372 9
Directory of Conservation Education in Minnesota.
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

REFRIGERATION
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 590 74
Air Conditioning and Refrigeration.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

REFRIGERATION MECHANICS
VT 010 590 74
Air Conditioning and Refrigeration.

REFRIGERATORS AND FREEZERS
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

RESEARCH COORDINATING UNITS
VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

RESOURCE GUIDES
VT 000 239 48
Industrial Arts Supplement.
VT 001 998 44
Home Economics Humanities Media Guide.
VT 003 553 49
Drafting Experiences for Intermediate School Pupils.
VT 010 114 20
Supplementary Materials Handbook for Intensive Business and Office Education.
VT 010 360 8
The Internal Combustion Engine.

SUBJECT AND IDENTIFIER INDEX

PAGE

RESOURCE MATERIALS
VT 000 239 48
Industrial Arts Supplement.
VT 001 238 5
Source Units for the Dairy Enterprise.
VT 001 359 48
Industrial Arts.
VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.
VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.
VT 008 757 62
Welding and Flame-Cutting Processes and Practices.
VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 313 ED 037 555 52
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.
VT 010 399 31
Your Guide to Better Meat Department Operations.
VT 010 409 31
Student Selection.
VT 010 411 32
Display Made Easy.
VT 010 412 32
Advertising Layout and Copy.
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.
VT 010 709 81
Understanding Computers.
VT 010 746 15
ASCS and You, A Student Resource Unit.
VT 010 762 17
Standards for Measures of Efficiency for 1969.
VT 010 774 23
Bookkeeping Motivation Devices.
VT 010 775 23
Typewriting.
VT 010 776 24
Your Business Teaching.
VT 011 029 45
Overhead Projection in the Home Economics Classroom.

PAGE

VT 011 294 46
A Guide to Budgeting for the Family.

RESOURCE UNITS
VT 001 238 5
Source Units for the Dairy Enterprise.
VT 002 808 44
Dollars Demand Decisions.
VT 010 480 11
Source Unit in Animal Breeding.
VT 010 484 12
Source Unit in Feeds and Feeding.
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

RETAILING
VT 010 336 30
Receiving, Checking, and Marking, A Distributive Education Manual.
VT 010 337 31
Stockkeeping; Individual Assignments.
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.

SAFETY EDUCATION
VT 002 345 49
Industrial Arts Safety Instruction.
VT 010 333 30
Service Station Safety for Young Workers.

SALES OCCUPATIONS
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

SALES WORKERS
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 011 070 34
Farm, Home, and Garden Supplies.

SALESMANSHIP
VT 000 013 28
Let's Analyze and Sell.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.

SALVAGE OPERATIONS
VT 010 545 72
Manual of Salvage Operations.

SANITATION
VT 002 053 56
Water and Sewerage, A Course of Study.

SECONDARY EDUCATION
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 313 ED 037 555 52
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.

SECRETARIES
VT 010 747 23
Secretarial Techniques, Student Manual.
VT 011 151 26
Phonics Review for Shorthand.
VT 011 152 26
Phonics Review for Shorthand. Teacher's Edition.

SELECTION
VT 010 409 31
Student Selection.

PAGE

SELF EVALUATION
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

SERVICE OCCUPATIONS
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 010 333 30
Service Station Safety for Young Workers.
VT 010 533 13
Careers in Farm Services.

SHEET METAL WORK
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.

SHEET METAL WORKERS
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.

SHOPLIFTING
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

SHORT COURSES
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

SIMULATION
VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

SKILL DEVELOPMENT
VT 010 638 76
Servicing Carburetor Air Cleaners.

SKILLED OCCUPATIONS
VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

SOIL SCIENCE
VT 000 989 4
Agricultural Instruction, Units I-VIII.
VT 002 731 6
Fertilizer and Lime.

SPECIAL EDUCATION
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.

SUBJECT AND IDENTIFIER INDEX

PAGE

SPECIFICATIONS
VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.

SPRINKLER SYSTEM
VT 010 543 72
What a Fireman Should Know About Sprinkler Systems.

STANDARDS
VT 010 762 17
Standards for Measures of Efficiency for 1969.

STATE CURRICULUM GUIDES
VT 002 112 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.
VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.
VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.
VT 011 179 46
Home Economics Curriculum Guide for Hawaii.

STEALING
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

STENOGRAPHY
VT 011 151 26
Phonics Review for Shorthand.
VT 011 152 26
Phonics Review for Shorthand. Teacher's Edition.

STUDENT MANUAL
VT 010 747 23
Secretarial Techniques, Student Manual.

STUDENT ORGANIZATIONS
VT 010 256 29
The How in Parliamentary Procedure.

PAGE

STUDENT PROJECTS
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.

STUDENT TEACHING
VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

STUDY GUIDES
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.
VT 000 989 4
Agricultural Instruction, Units I-VIII.
VT 008 503 7
Agricultural Chemicals Employee.
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.
VT 010 337 31
Stockkeeping; Individual Assignments.
VT 010 406 80
Calculus For Technicians.
VT 010 412 32
Advertising Layout and Copy.
VT 010 457 71
Line Casting Keyboard Operation-1.
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.
VT 010 583 74
Building Maintenance, A Study Guide.
VT 010 590 74
Air Conditioning and Refrigeration.
VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.
VT 010 619 34
Variety Store Merchandising.
VT 010 620 75
Everyday Arithmetic for Printers.
VT 010 621 75
Offset Printing, A Study Guide.
VT 010 627 76
Plumbing, A Study Guide.
VT 010 682 77
Textile Technician, A Study Guide.
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.
VT 011 070 34
Farm, Home, and Garden Supplies.
VT 011 151 26
Phonics Review for Shorthand.

SUMMER INSTITUTES
VT 010 505 53
Modern Metalworking Technology.

SUPERVISORY TRAINING
VT 011 134 ED 039 363 24
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.

SUPPLEMENTARY TEXTBOOKS
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.

PAGE

VT 010 268 71
Brake Service Manual.

TAILORING
VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.

TEACHER DEVELOPED MATERIALS
VT 010 505 53
Modern Metalworking Technology.
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

TEACHER EDUCATION
VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

TEACHING GUIDES
VT 000 013 28
Let's Analyze and Sell.
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.
VT 001 346 5
Agricultural Chemicals.
VT 001 571 5
Vocational Agriculture Course of Study Guide.
VT 001 881 20
Bookkeeping I, Syllabus.
VT 002 053 56
Water and Sewerage, A Course of Study.
VT 002 112 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.
VT 002 345 49
Industrial Arts Safety Instruction.
VT 002 568 28
Marketing II, Teachers Manual.
VT 002 588 28
Cooperative Distributive Education; Teacher's Guide to Student Activities.
VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.
VT 002 683 29
Marketing I; Teachers Manual.
VT 002 808 44
Dollars Demand Decisions.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 002 834 Handbook for Trade and Industrial Education Teachers. 58
VT 009 288 A Technical Drawing Course for College-Preparatory Students. 51
VT 009 884 Toward Better Evaluation in Home Economics. 44
VT 009 996 Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. 64
VT 010 054 Police Administration. 67
VT 010 251 Cold Metal Work in Vocational Agriculture. 7
VT 010 267 Wheel Alignment Manual. 70
VT 010 268 Brake Service Manual. 71
VT 010 269 Disc Brake Manual. 71
VT 010 313 ED 037 555 Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. 52
VT 010 336 Receiving, Checking, and Marking, A Distributive Education Manual. 30
VT 010 362 Legal Principles for Farm Managers. 9
VT 010 363 Agricultural Cooperatives. 9
VT 010 419 Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. 32
VT 010 458 Computer Games Management, Instructor's Manual. 32
VT 010 461 A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. 33
VT 010 465 Data Processing, A Course of Study. 21
VT 010 470 Introduction to Advertising. 33
VT 010 478 Related Guide..Job Employment, Distributive Education. 33
VT 010 615 Vocational Office Education in Florida High Schools. 22
VT 010 619 Variety Store Merchandising. 34
VT 010 745 ASCS and You, A Teacher's Manual. 14
VT 010 771 A Suggested Instructional Guide in Cosmetology. 77
VT 011 142 Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. 25

PAGE

VT 011 152 Phonics Review for Shorthand. Teacher's Edition. 26
VT 011 169 Office Machines Resource Materials for Adult Programs in Business and Distributive Education. 26
VT 011 236 Women's Wear, Advanced Patternmaking. 78
VT 011 237 Women's Wear, Elementary Patternmaking. 78
VT 011 352 Homemaking in the Sixth and Seventh Grades. 46

TEACHING METHODS
VT 011 142 Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. 25

TEACHING PROCEDURES
VT 000 239 Industrial Arts Supplement. 48

TEACHING TECHNIQUES
VT 002 588 Cooperative Distributive Education; Teacher's Guide to Student Activities. 28
VT 010 775 Typewriting. 23
VT 010 776 Your Business Teaching. 24

TECHNICAL EDUCATION
VT 002 608 Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. 56
VT 002 645 Civil Engineering Technology, Field Book. 56
VT 002 656 Civil Engineering Technology. 56
VT 010 406 Calculus For Technicians. 80
VT 011 510 ED 041 159 Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. 83
VT 011 551 ED 041 177 Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. 83
VT 011 834 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. 84

PAGE

VT 011 850 ED (SEE JAN '71 RIE) 84
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

TECHNICAL INSTITUTES
VT 008 634 62
Math-Physics Correlation Study.

TECHNIQUES
VT 010 747 23
Secretarial Techniques, Student Manual.

TELEVISION REPAIRMEN
VT 010 201 67
Vocational Industrial Education Service; Radio and Television Repair.

TEST CONSTRUCTION
VT 001 323 28
Test Construction in Distributive Education.

TESTING
VT 001 323 28
Test Construction in Distributive Education.

TESTS
VT 000 330 40
Instructor's Source Book, Vocational Nurse Training Program.
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 009 884 44
Toward Better Evaluation in Home Economics.
VT 011 143 25
Timed Writing, No. 1-7.

TEXTBOOKS
VT 010 629 76
Weaving and Design Technology.
VT 010 734 22
Introduction to Programming PDP-8 Family Computers.
VT 010 746 15
ASCS and You, A Student Resource Unit.

PAGE

VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

TEXTILES INSTRUCTION
VT 010 629 76
Weaving and Design Technology.
VT 010 682 77
Textile Technician, A Study Guide.

TIME BLOCKS
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.
VT 008 421 61
Dressmaking.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

TRACTORS
VT 010 542 14
Tractor Fuels and Lubricants, Selecting and Storing.

TRADE AND INDUSTRIAL EDUCATION
VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.
VT 002 834 58
Handbook for Trade and Industrial Education Teachers.
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.
VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.
VT 008 421 61
Dressmaking.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.
VT 008 757 62
Welding and Flame-Cutting Processes and Practices.
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 054 67
Police Administration.

PAGE

VT 010 201 67
Vocational Industrial Education Service; Radio and Television Repair.
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.
VT 010 267 70
Wheel Alignment Manual.
VT 010 268 71
Brake Service Manual.
VT 010 269 71
Disc Brake Manual.
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.
VT 010 457 71
Line Casting Keyboard Operation-1.
VT 010 545 72
Manual of Salvage Operations.
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.
VT 010 583 74
Building Maintenance, A Study Guide.
VT 010 590 74
Air Conditioning and Refrigeration.
VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.
VT 010 620 75
Everyday Arithmetic for Printers.
VT 010 621 75
Offset Printing, A Study Guide.
VT 010 627 76
Plumbing, A Study Guide.
VT 010 629 76
Weaving and Design Technology.
VT 010 682 77
Textile Technician, A Study Guide.
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.

SUBJECT AND IDENTIFIER INDEX

PAGE

VT 010 771 77
A Suggested Instructional Guide in Cosmetology.
VT 011 236 78
Women's Wear, Advanced Patternmaking.
VT 011 237 78
Women's Wear, Elementary Patternmaking.

TRADE AND INDUSTRIAL EDUCATION
VT 002 053 56
Water and Sewerage, A Course of Study.

TRAFFIC SAFETY
VT 010 544 72
Fire Department Driver Training Manual of Instruction.

TRANSPARENCIES
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).
VT 010 412 32
Advertising Layout and Copy.
VT 010 418 10
Livestock (Overhead Transparency Masters).
VT 010 421 10
Morphology of Grasses (Overhead Transparency Masters).
VT 010 422 10
Genetics (Overhead Transparency Masters).
VT 010 423 11
Land Measurement (Overhead Transparency Masters).
VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).

TREES
VT 010 527 12
Tree Identification: Western Pines.

TYPEWRITING
VT 010 775 23
Typewriting.
VT 011 142 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.
VT 011 143 25
Timed Writing, No. 1-7.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

PAGE

TYPISTS
VT 011 142 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.
VT 011 143 25
Timed Writing, No. 1-7.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

UNIT PLAN
VT 010 362 9
Legal Principles for Farm Managers.
VT 010 484 12
Source Unit in Feeds and Feeding.

UNITS OF STUDY (SUBJECT FIELDS)
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.
VT 010 267 70
Wheel Alignment Manual.
VT 010 268 71
Brake Service Manual.
VT 010 423 11
Land Measurement (Overhead Transparency Masters).
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

VOCATIONAL AGRICULTURE
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 000 946 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.
VT 000 949 4
Agricultural Production and Management.
VT 000 989 4
Agricultural Instruction, Units I-VIII.
VT 001 238 5
Source Units for the Dairy Enterprise.

PAGE

VT 001 346 5
Agricultural Chemicals.

VT 001 571 5
Vocational Agriculture Course of Study Guide.

VT 002 731 6
Fertilizer and Lime.

VT 008 503 7
Agricultural Chemicals Employee.

VT 010 251 7
Cold Metal Work in Vocational Agriculture.

VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

VT 010 360 8
The Internal Combustion Engine.

VT 010 418 10
Livestock (Overhead Transparency Masters).

VT 010 421 10
Morphology of Grasses (Overhead Transparency Masters).

VT 010 422 10
Genetics (Overhead Transparency Masters).

VT 010 423 11
Land Measurement (Overhead Transparency Masters).

VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).

VT 010 480 11
Source Unit in Animal Breeding.

VT 010 484 12
Source Unit in Feeds and Feeding.

VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

VT 010 745 14
ASCS and You, A Teacher's Manual.

VT 010 746 15
ASCS and You, A Student Resource Unit.

VT 010 762 17
Standards for Measures of Efficiency for 1969.

VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

VT 011 070 34
Farm, Home, and Garden Supplies.

VOCATIONAL EDUCATION

VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

PAGE

VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

VT 011 510 ED 041 159 83
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

VT 011 551 ED 041 177 83
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

VT 011 834 ED (SEE JAN '71 RIE) 84
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

VT 011 850 ED (SEE JAN '71 RIE) 84
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

VOCATIONAL EDUCATION TEACHERS

VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

VOLKSWAGEN MECHANICS

VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.

WELDERS

VT 008 757 62
Welding and Flame-Cutting Processes and Practices.

WELDING

VT 008 757 62
Welding and Flame-Cutting Processes and Practices.

WILDLIFE MANAGEMENT

VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

WORK EXPERIENCE PROGRAMS

VT 010 333 30
Service Station Safety for Young Workers.

SUBJECT AND IDENTIFIER INDEX

PAGE PAGE

WORKBOOKS
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

AGRICULTURAL EDUCATION TEACHING MATERIALS CENTER, COLLEGE STATION, TEX.
VT 008 503 7
Agricultural Chemicals Employee.

AGRICULTURAL RESEARCH SERVICE (DOA), WASHINGTON, D.C. CONSUMER AND FOOD ECONOMICS RESEARCH DIV.
VT 011 294 46
A Guide to Budgeting for the Family.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE (DOA), WASHINGTON, D.C.
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

ALABAMA STATE DEPT. OF EDUCATION, MONTGOMERY. AGRICULTURAL EDUCATION SERVICE
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.
VT 000 382 3
Ornamental Horticulture for Vocational Agriculture in Alabama.

ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION
VT 010 582 74
Small Gasoline Engines; Study Guide and Job Tests.
VT 010 583 74
Building Maintenance, A Study Guide.
VT 010 590 74
Air Conditioning and Refrigeration.
VT 010 601 75
Volkswagen Mechanics, Study Guide and Job Tests.
VT 010 620 75
Everyday Arithmetic for Printers.
VT 010 621 75
Offset Printing, A Study Guide.
VT 010 627 76
Plumbing, A Study Guide.
VT 010 629 76
Weaving and Design Technology.

PAGE

VT 010 682 77
Textile Technician, A Study Guide.
VT 010 690 77
Automobile Body and Fender Repair and Refinishing, Job Tests.

ALBERTA DEPT. OF EDUCATION, EDMONTON
VT 010 439 53
Junior High School Curriculum Guide for Industrial Arts.

ALLEN, DELL K.
VT 002 608 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

ALLEY, WALTER
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.

AMERICAN ASSOCIATION FOR AGRICULTURAL ENGINEERING AND VOCATIONAL AGRICULTURE, ATHENS, GA.
VT 010 542 14
Tractor Fuels and Lubricants, Selecting and Storing.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE
VT 011 220 42
Oral Histology.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS.
VT 007 363 50
Teaching Aids in Electricity.

AMMCO TOOLS INC., NORTH CHICAGO, ILL.
VT 010 268 71
Brake Service Manual.
VT 010 269 71
Disc Brake Manual.

AMMCO TOOLS, INC., NORTH CHICAGO, ILL.
VT 010 263 70
How to Do the Complete Disc and Drum Brake Job.
VT 010 267 70
Wheel Alignment Manual.

ARGYLE PUBLISHING CORP., NEW YORK, N.Y.
VT 011 042 41
Selected Medical Terminology.

ARIZONA UNIV., TUCSON. DEPT. OF AGRICULTURAL EDUCATION
VT 010 259 8
Course Guide for Basic Agricultural Mechanics.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

VT 010 360 8
The Internal Combustion Engine.

BATIS, HARRY PATTERSON, COMP.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.

BEAM, H.E.
VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

BELL TELEPHONE LABS., INC., MURRAY HILL, N.J.
VT 010 709 81
Understanding Computers.

BENT, EDWARD W.
VT 010 545 72
Manual of Salvage Operations.

BOOKER, L.R.
VT 010 629 76
Weaving and Design Technology.

BOWLING GREEN STATE UNIV., OHIO
VT 010 114 20
Supplementary Materials Handbook for Intensive Business and Office Education.

BRIGHT, DON
VT 010 114 20
Supplementary Materials Handbook for Intensive Business and Office Education.

BROTHERS OF THE SACRED HEART, NEW ORLEANS PROVINCE, DAPHNE, ALA. BUSINESS EDUCATION COMMITTEE
VT 001 881 20
Bookkeeping I, Syllabus.

BROWN, ALBERT, AND OTHERS
VT 009 288 51
A Technical Drawing Course for College-Preparatory Students.

BURBRINK, PAULINE W., COMP.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.

BURBRINK, PAULINE W., COMP., AND OTHERS
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.

PAGE

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.
VT 010 333 30
Service Station Safety for Young Workers.

BURKHARDT, MARTIN E.
VT 010 904 17
Farm Machinery Safety for the Institutional Farm.

BURNS, VAN H., AND OTHERS
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO
VT 002 345 49
Industrial Arts Safety Instruction.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION
VT 001 323 28
Test Construction in Distributive Education.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
VT 010 543 72
What a Fireman Should Know About Sprinkler Systems.
VT 010 544 72
Fire Department Driver Training Manual of Instruction.
VT 010 545 72
Manual of Salvage Operations.
VT 010 571 73
California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.
VT 010 572 73
California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO. VOCATIONAL EDUCATION PRODUCTIONS
VT 010 530 81
Careers in Natural Resources Management.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO. VOCATIONAL EDUCATION PRODUCTIONS
VT 010 418 10
Livestock (Overhead Transparency Masters).
VT 010 421 10
Morphology of Grasses (Overhead Transparency Masters).

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

VT 010 422 10
Genetics (Overhead Transparency Masters).
VT 010 423 11
Land Measurement (Overhead Transparency Masters).
VT 010 425 11
Artificial Insemination (Overhead Transparency Masters).
VT 010 527 12
Tree Identification: Western Pines.
VT 010 528 12
Careers in Animal Industry.
VT 010 529 81
Careers in Government Service.
VT 010 531 13
Careers in Ornamental Horticulture.
VT 010 532 13
Careers in Farm Supplies.
VT 010 533 13
Careers in Farm Services.
VT 010 534 13
Careers in Farm Machinery Sales and Service.
VT 010 535 14
Careers in Crops.

CHAMPAIGN COMMUNITY UNIT 4 SCHOOL DISTRICT, ILL.
VT 002 650 49
Guide Lines for the Junior High School Industrial Arts Program.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER
VT 010 747 23
Secretarial Techniques, Student Manual.

CLARK, RAYMOND M., AND OTHERS
VT 001 238 5
Source Units for the Dairy Enterprise.

CLEMSON UNIV., S.C.
VT 009 867 51
Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.

CLEMSON UNIV., S.C. DEPT. OF AGRICULTURAL EDUCATION
VT 000 946 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.
VT 000 949 4
Agricultural Production and Management.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
VT 009 884 44
Toward Better Evaluation in Home Economics.

PAGE

COLLINS, EMERSON R.
VT 002 731 6
Fertilizer and Lime.

COLORADO STATE UNIV., FT. COLLINS. AGRICULTURAL EDUCATION SECTION
VT 010 480 11
Source Unit in Animal Breeding.
VT 010 484 12
Source Unit in Feeds and Feeding.

COMPUTER GAMES, INC., CHICAGO HEIGHTS, ILL.
VT 010 458 32
Computer Games Management, Instructor's Manual.

CONSTRUCTION INDUSTRY TRAINING BOARD, BELFAST (NORTHERN IRELAND)
VT 010 215 68
Training Recommendations: Apprentice Bricklayer.
VT 010 216 68
Training Recommendations: Built-Up Roofing.
VT 010 217 68
Training Recommendations: Apprentice Constructional Steel Fabricator.
VT 010 219 69
Training Recommendations: Civil Engineering Technicians.
VT 010 223 69
Training Recommendations: Apprentice Plumbers.
VT 010 235 69
Training Recommendations: Scaffolders.

CORNETT, JAMES
VT 002 053 56
Water and Sewerage, A Course of Study.

COURSON, R.L.
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

CROWLEY, THOMAS H.
VT 010 709 81
Understanding Computers.

CURRY, HAROLD A.
VT 010 457 71
Line Casting Keyboard Operation-1.

CURTIS, SAMUEL L.
VT 010 362 9
Legal Principles for Farm Managers.

CURTIS, SAMUEL M.
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
VT 010 412 32
Advertising Layout and Copy.

DALE, VERDA M.
VT 010 742 45
Resources in Home Economics for the Blind Homemaker.

DALTON, L.C.
VT 010 251 7
Cold Metal Work in Vocational Agriculture.
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

DAMIAN (BROTHER), ED.
VT 001 881 20
Bookkeeping I, Syllabus.

DEERE (JOHN) AND CO., MOLINE, ILL.
VT 010 755 16
Fundamentals of Service: Hydraulics.
VT 010 757 16
Fundamentals of Service: Electrical Systems.

DEERE (JOHN), AND CO., MOLINE, ILL.
VT 010 754 15
Fundamentals of Service: Power Trains.
VT 010 756 16
Fundamentals of Service: Engines.

DENVER PUBLIC SCHOOLS, COLO.
VT 002 808 44
Dollars Demand Decisions.

DIGITAL EQUIPMENT CORP., MAYNARD, MASS. SOFTWARE WRITING GROUP
VT 010 734 22
Introduction to Programming PDP-8 Family Computers.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA
VT 010 256 29
The How in Parliamentary Procedure.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS, WASHINGTON, D.C.
VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.
VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.
VT 008 421 61
Dressmaking.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

PAGE

VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.

DURHAM, WILLIAM H., JR.
VT 002 568 28
Marketing II, Teachers Manual.

EBBETS, JOSEPH J., COMP.
VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND)
VT 010 546 73
Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
VT 011 073 41
Guidelines for the Training of Central Service Aides.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.
VT 010 615 22
Vocational Office Education in Florida High Schools.

GREEN, H.W.
VT 000 380 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.
VT 000 381 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.

GREEN, JOHN R.
VT 010 406 80
Calculus For Technicians.

HAINES, PETER G., AND OTHERS
VT 011 216 ED 040 291 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

HARRIS, THOMAS O.
VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

HAWAII STATE DEPT. OF EDUCATION, HONOLULU. HOME ECONOMICS EDUCATION SECTION
VT 011 179 46
Home Economics Curriculum Guide for Hawaii.

HERBST, J.H.
VT 010 762 17
Standards for Measures of Efficiency for 1969.

HODGES, DUAINE
VT 010 619 34
Variety Store Merchandising.

ILLINOIS UNIV., URBANA. COLL. OF EDUCATION
VT 010 874 ED 039 339 45
Home Economics Education at the Secondary Level; A Curriculum Model.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURAL SERVICE
VT 010 726 14
Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.
VT 010 762 17
Standards for Measures of Efficiency for 1969.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS
VT 002 112 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.
VT 010 611 22
Business and Office Education: Before and After in Indiana.

JEFFERSON, TED B.
VT 008 757 62
Welding and Flame-Cutting Processes and Practices.

JONES, JAMES E.
VT 008 503 7
Agricultural Chemicals Employee.

KANSAS CITY PUBLIC SCHOOLS, MO.
VT 011 352 46
Homemaking in the Sixth and Seventh Grades.

KUDO, EMIKO I.
VT 011 179 46
Home Economics Curriculum Guide for Hawaii.

LEVENDOWSKI, J.C.
VT 001 323 28
Test Construction in Distributive Education.

PAGE

LOS ANGELES CITY SCHOOLS, CALIF. VOCATIONAL AND PRACTICAL ARTS SECTION
VT 000 989 4
Agricultural Instruction. Units I-VIII.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. VOCATIONAL EDUCATION DIV.
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

LOUISIANA STATE UNIV., BATON ROUGE
VT 000 282 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

LOUISIANA VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES
VT 002 645 56
Civil Engineering Technology, Field Book.
VT 002 656 56
Civil Engineering Technology.
VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.
VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .
VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.
VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.
VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.
VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

LUTER, ROBERT R.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.

LUTER, ROBERT R., COMP.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 010 419 32
Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

VT 011 318 — 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 320 — 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 — 37
Refrigerators and Freezers; Appliance Sales Training.

MADSON, JOHN H.
VT 010 478 — 33
Related Guide..Job Employment, Distributive Education.

MALONE, CHARLES A.
VT 010 480 — 11
Source Unit in Animal Breeding.

MARIE KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
VT 010 457 — 71
Line Casting Keyboard Operation-1.

MASSACHUSETTS HOME ECONOMICS ASSOCIATION, AMHERST
VT 010 742 — 45
Resources in Home Economics for the Blind Homemaker.

MCCLURE, W.W.
VT 002 841 — 6
Livestock Feeds and Feeding.

MCCOWAN, RICHARD J.
VT 010 857 ED 038 532 — 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

MECKLEY, RICHARD F., AND OTHERS
VT 010 828 ED 039 335 — 82
Simulation Training in Planning Vocational Education Programs and Facilities.

MERCURIO, ANTHONY F.
VT 008 634 — 62
Math-Physics Correlation Study.

MICHIGAN STATE UNIV., EAST LANSING. BUREAU OF EDUCATIONAL RESEARCH
VT 001 238 — 5
Source Units for the Dairy Enterprise.

MICHIGAN STATE UNIV., EAST LANSING. DEPT. OF SECONDARY EDUCATION AND CURRICULUM
VT 011 216 ED 040 291 — 78
Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

PAGE

MINNESOTA MINING AND MANUFACTURING CO., ST. PAUL. VISUAL PRODUCTS DIV.
VT 011 029 — 45
Overhead Projection in the Home Economics Classroom.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL
VT 010 372 — 9
Directory of Conservation Education in Minnesota.

MINNESOTA UNIV., ST. PAUL. COLL. OF EDUCATION
VT 007 073 — 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY
VT 002 053 — 56
Water and Sewerage, A Course of Study.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. COOPERATIVE INDUSTRIAL AND DISTRIBUTIVE EDUCATION
VT 010 619 — 34
Variety Store Merchandising.

MONGERSON, M. DUANE
VT 010 857 ED 038 532 — 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

MORRISON, LEGER R.
VT 011 142 — 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.
VT 011 145 — 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX.
VT 010 774 — 23
Bookkeeping Motivation Devices.
VT 010 775 — 23
Typewriting.
VT 010 776 — 24
Your Business Teaching.

NAKAGAWA, BARBARA D.
VT 011 179 — 46
Home Economics Curriculum Guide for Hawaii.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

NATIONAL YOUTH GROUP FOR VOCATIONAL OFFICE EDUCATION STUDENTS, MADISON, WIS.
VT 009 527 20
Office Education Association Handbook.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DISTRIBUTIVE EDUCATION
VT 010 478 33
Related Guide..Job Employment, Distributive Education.

NEW MEXICO STATE UNIV., UNIVERSITY PARK. AGRICULTURAL EDUCATION
VT 010 251 7
Cold Metal Work in Vocational Agriculture.
VT 010 255 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. EVENING TRADE SCHOOLS
VT 011 236 78
Women's Wear, Advanced Patternmaking.
VT 011 237 78
Women's Wear, Elementary Patternmaking.

NEW YORK CITY BOARD OF EDUCATION, N.Y.
VT 000 239 48
Industrial Arts Supplement.
VT 001 359 48
Industrial Arts.
VT 003 553 49
Drafting Experiences for Intermediate School Pupils.

NEW YORK STATE EDUCATION DEPT., ALBANY
VT 001 998 44
Home Economics Humanities Media Guide.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
VT 010 773 23
Administrative Handbook for Business and Distributive Education.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING CURRICULUM DEVELOPMENT
VT 010 570 34
Franchise Merchandising. A Suggested Adult Course Outline.

PAGE

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT
VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
VT 010 245 21
Introduction to Automatic Data Processing.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
VT 010 771 77
A Suggested Instructional Guide in Cosmetology.

NEW YORK STATE EDUCATION DEPT., ALBANY, DIV. OF INDUSTRIAL AND OCCUPATIONAL EXTENSION EDUCATION
VT 011 236 78
Women's Wear, Advanced Patternmaking.
VT 011 237 78
Women's Wear, Elementary Patternmaking.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
VT 001 346 5
Agricultural Chemicals.
VT 002 841 6
Livestock Feeds and Feeding.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH
VT 001 873 20
Education for Business.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. AGRICULTURAL EDUCATION SECTION
VT 002 731 6
Fertilizer and Lime.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. DISTRIBUTIVE EDUCATION SERVICE
VT 002 568 28
Marketing II, Teachers Manual.
VT 002 588 28
Cooperative Distributive Education; Teacher's Guide to Student Activities.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. DIV. OF VOCATIONAL EDUCATION
VT 002 683 29
Marketing I; Teachers Manual.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION
VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.
VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.
VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.
VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.
VT 002 834 58
Handbook for Trade and Industrial Education Teachers.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION.
VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.

NORTH CAROLINA UNIV., RALEIGH. N.C. STATE UNIV. DEPT. OF AGRICULTURAL EDUCATION
VT 001 346 5
Agricultural Chemicals.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
VT 010 505 53
Modern Metalworking Technology.
VT 010 765 ED 038 527 17
Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF ADULT, VOCATIONAL, AND LIBRARY PROGRAMS
VT 011 140 ED 039 365 24
Information Communication Occupations. A Suggested Curriculum Guide.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
VT 010 968 ED 039 346 18
Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum.

PAGE

VT 011 134 ED 039 363 24
Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
VT 010 470 33
Introduction to Advertising.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. MATERIALS LAB.
VT 010 409 31
Student Selection.
VT 010 411 32
Display Made Easy.
VT 010 461 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION
VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.
VT 011 510 ED 041 159 83
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.
VT 011 551 ED 041 177 83
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.
VT 011 830 ED (SEE JAN '71 RIE) 83
Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.
VT 011 834 ED (SEE JAN '71 RIE) 84
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.
VT 011 850 ED (SEE JAN '71 RIE) 84
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.

OLIVER, J.D.
VT 010 363 9
Agricultural Cooperatives.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

ORANGE COUNTY BOARD OF EDUCATION, CALIF. EDUCATIONAL SERVICES DIV.
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION
VT 011 175 ED 040 285 41
Curriculum Guide for Health Occupations.

PEALE, BURMA ROSE, AND OTHERS
VT 000 420 80
Teaching Consumer Education to Special Students on the Secondary Level.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

PENNSYLVANIA YOUNG FARMERS ASSOCIATION
VT 010 362 9
Legal Principles for Farm Managers.

PENROD, L.O.
VT 010 620 75
Everyday Arithmetic for Printers.

PHIPPS, D. BART
VT 009 973 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.

PAGE

VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.

PORTLAND STATE COLL., ORE.
VT 009 359 40
Nursing Home and Extended Care Administration.

POYNER, CLINTON B., SR., COMP.
VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

PROGRAMS FOR ACHIEVEMENT IN READING, INC., PROVIDENCE, R.I.
VT 011 142 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.
VT 011 143 25
Timed Writing, No. 1-7.
VT 011 145 25
Typewriting for Business; Typewriting by a Whole (Gestalt) Method.
VT 011 151 26
Phonics Review for Shorthand.
VT 011 152 26
Phonics Review for Shorthand. Teacher's Edition.

PRUDHOMME, RHETTA W., COMP.
VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.

PULASKI, RICHARD E.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.

RAWLS, BYRON F.
VT 000 378 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.
VT 000 379 2
Forestry Production Sales and Services (A Student Study Guide.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
VT 010 638 — 76
Servicing Carburetor Air Cleaners.

RICHARDSON, JOE A.
VT 010 251 — 7
Cold Metal Work in Vocational Agriculture.
VT 010 255 — 8
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

RITCH, KELLY, COMP.
VT 010 336 — 30
Receiving, Checking, and Marking, A Distributive Education Manual.

ROCKLAND COUNTY CENTER OF TECHNOLOGY AND EDUCATION, WEST NYACK, N.Y. ORNAMENTAL HORTICULTURE DEPT.
VT 001 093 — 4
Course of Study for Ornamental Horticulture Courses.

ROSPRIM, LEWIS J.
VT 008 503 — 7
Agricultural Chemicals Employee.

RUSSELL, KENNETH LEE
VT 010 256 — 29
The How in Parliamentary Procedure.

RUTGERS, THE STATE UNIVERSITY, NEW BRUNSWICK, N.J. CURRICULUM LAB.
VT 010 465 — 21
Data Processing, A Course of Study.

RUTH, WILLIAM B.
VT 010 461 — 33
A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

SALMON, DANIEL A., ED.
VT 003 553 — 49
Drafting Experiences for Intermediate School Pupils.

SAN JOSE STATE COLL., CALIF.
VT 008 258 ED 039 314 — 50
Instructional Units for Industrial Materials, Vol. I.
VT 008 259 ED 039 315 — 50
Instructional Units for Industrial Materials, Vol. II.

SCOTT, ROBERT E.
VT 009 607 — 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

SIEGFRIED, LARRY R.
VT 010 484 — 12
Source Unit in Feeds and Feeding.

PAGE

SIMPSON, ELIZABETH JANE
VT 010 874 ED 039 339 — 45
Home Economics Education at the Secondary Level; A Curriculum Model.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
VT 008 757 — 62
Welding and Flame-Cutting Processes and Practices.

SOLTESZ, SHIRLEY E.
VT 011 042 — 41
Selected Medical Terminology.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. VOCATIONAL AGRICULTURE
VT 000 946 — 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.
VT 000 949 — 4
Agricultural Production and Management.

SOUTH CAROLINA VOCATIONAL EDUCATION RESEARCH COORDINATING UNIT, CLEMSON
VT 010 767 ED 037 582 — 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

STATE UNIV. OF NEW YORK, BUFFALO. COLL. AT BUFFALO. CAMPUS LAB. SCHOOL
VT 010 857 ED 038 532 — 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

STATE UNIV. OF NEW YORK, COBLESKILL. AGRICULTURAL AND TECHNICAL COLL.
VT 010 904 — 17
Farm Machinery Safety for the Institutional Farm.

SULLIVAN, JAMES M., COMP.
VT 011 070 — 34
Farm, Home, and Garden Supplies.

SUPER MARKET INST., INC., CHICAGO, ILL.
VT 010 399 — 31
Your Guide to Better Meat Department Operations.

TEXAS A AND M UNIV., COLLEGE STATION. ENGINEERING EXTENSION SERVICE
VT 009 973 — 63
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

VT 009 974 63
Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.
VT 009 975 64
Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 976 64
Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 009 996 64
Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 012 65
Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 013 65
Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 014 65
Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 026 67
Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry.
VT 010 054 67
Police Administration.
VT 010 350 71
Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION
VT 000 013 28
Let's Analyze and Sell.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
VT 000 270 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.

PAGE

VT 000 330 40
Instructor's Source Book, Vocational Nurse Training Program.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION
VT 010 336 30
Receiving, Checking, and Marking, A Distributive Education Manual.
VT 010 337 31
Stockkeeping; Individual Assignments.
VT 010 419 32
Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INDUSTRIAL MATERIALS LAB.
VT 011 317 36
Dishwashers and Disposers; Appliance Sales Training.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
VT 011 314 35
Small Electric Appliances; Appliance Sales Training.
VT 011 316 36
Selling and Management in Appliance Retailing; Appliance Sales Training.
VT 011 318 36
Cooling and Heating Equipment; Appliance Sales Training.
VT 011 319 37
Ranges and Cooking Units; Appliance Sales Training.
VT 011 320 37
Home Laundry Equipment; Appliance Sales Training.
VT 011 321 37
Refrigerators and Freezers; Appliance Sales Training.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING
VT 000 013 28
Let's Analyze and Sell.

TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS LAB.
VT 010 257 29
The How in Parliamentary Procedure, Student Assignments.
VT 010 265 30
Men's Furnishings, A Distributive Education Manual.
VT 011 070 34
Farm, Home, and Garden Supplies.

TEXAS UNIV., AUSTIN, DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
VT 011 315 35
Home Entertainment Equipment; Appliance Sales Training.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

PAGE

TULLOCH, RODNEY W.
VT 010 745 14
ASCS and You, A Teacher's Manual.
VT 010 746 15
ASCS and You, A Student Resource Unit.

UHLINGER, SUSAN J.
VT 010 742 45
Resources in Home Economics for the Blind Homemaker.

UNION COUNTY TECHNICAL INST., MOUNTAINSIDE, N.J.
VT 010 406 80
Calculus For Technicians.

UTAH STATE DEPT. OF PUBLIC INSTRUCTION, SALT LAKE CITY
VT 001 571 5
Vocational Agriculture Course of Study Guide.

VIRGINIA POLYTECHNIC INST., BLACKSBURG. AGRICULTURAL EDUCATION DIV.
VT 010 363 9
Agricultural Cooperatives.

WARFIELD, C.H.
VT 007 363 50
Teaching Aids in Electricity.

WAYNE STATE UNIV., DETROIT, MICH.
VT 011 399 ED 040 303 53
Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

WEST VIRGINIA STATE BOARD OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
VT 010 201 67
Vocational Industrial Education Service; Radio and Television Repair.
VT 010 253 70
Vocational Industrial Education Service; Sheet Metal.

WHITE, ROBERT H., COMP.
VT 010 767 ED 037 582 81
Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education.

WISCONSIN STATE UNIV., PLATTEVILLE. COLL. OF INDUSTRY
VT 010 313 ED 037 555 52
Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.

PAGE

VT 010 315 ED 037 557 52
Development and Structure of Industry: Instructional Aids List and Bibliography.

WISCONSIN STATE UNIV., PLATTEVILLE. SCHOOL OF INDUSTRY
VT 010 290 ED 037 554 51
Development and Structure of Industry: Information and Job Sheets.
VT 010 314 ED 037 556 52
Development and Structure of Industry: Study Guide.

WISE, MILTON B.
VT 002 841 6
Livestock Feeds and Feeding.

WOLF, WILLIAM J.
VT 010 465 21
Data Processing, A Course of Study.

WOODWARD, ROBERT L.
VT 002 345 49
Industrial Arts Safety Instruction.

DOCUMENT NUMBER INDEX

PAGE

VT 000 013 — 28
Let's Analyze and Sell.

VT 000 239 — 48
Industrial Arts Supplement.

VT 000 270 — 40
Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.

VT 000 282 — 2
A Training Program for Vocational Agriculture in Wildlife and Recreation.

VT 000 330 — 40
Instructor's Source Book, Vocational Nurse Training Program.

VT 000 378 — 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.

VT 000 379 — 2
Forestry Production Sales and Services (A Student Study Guide.

VT 000 380 — 2
A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.

VT 000 381 — 3
Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.

VT 000 382 — 3
Ornamental Horticulture for Vocational Agriculture in Alabama.

VT 000 420 — 80
Teaching Consumer Education to Special Students on the Secondary Level.

VT 000 946 — 4
Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.

VT 000 949 — 4
Agricultural Production and Management.

VT 000 989 — 4
Agricultural Instruction, Units I-VIII.

VT 001 093 — 4
Course of Study for Ornamental Horticulture Courses.

PAGE

VT 001 238 — 5
Source Units for the Dairy Enterprise.

VT 001 323 — 28
Test Construction in Distributive Education.

VT 001 346 — 5
Agricultural Chemicals.

VT 001 359 — 48
Industrial Arts.

VT 001 571 — 5
Vocational Agriculture Course of Study Guide.

VT 001 873 — 20
Education for Business.

VT 001 881 — 20
Bookkeeping I, Syllabus.

VT 001 998 — 44
Home Economics Humanities Media Guide.

VT 002 053 — 56
Water and Sewerage, A Course of Study.

VT 002 112 — 48
A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.

VT 002 345 — 49
Industrial Arts Safety Instruction.

VT 002 568 — 28
Marketing II, Teachers Manual.

VT 002 588 — 28
Cooperative Distributive Education; Teacher's Guide to Student Activities.

VT 002 608 — 56
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

VT 002 645 — 56
Civil Engineering Technology, Field Book.

VT 002 650 — 49
Guide Lines for the Junior High School Industrial Arts Program.

VT 002 656 — 56
Civil Engineering Technology.

DOCUMENT NUMBER INDEX

PAGE

VT 002 658 57
Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2.

VT 002 659 57
Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2.

VT 002 660 57
Trade Preparatory Training Curriculum Guide, Marineology.

VT 002 661 58
Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2.

VT 002 683 29
Marketing I; Teachers Manual.

VT 002 685 58
Trade Preparatory Training Planning Guide, Carpentry.

VT 002 731 6
Fertilizer and Lime.

VT 002 808 44
Dollars Demand Decisions.

VT 002 834 58
Handbook for Trade and Industrial Education Teachers.

VT 002 841 6
Livestock Feeds and Feeding.

VT 002 846 80
Introduction to Vocational Education, A Suggested Course Outline.

VT 003 553 49
Drafting Experiences for Intermediate School Pupils.

VT 003 726 59
Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.

VT 003 728 59
Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .

VT 003 730 59
Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.

VT 003 732 59
Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.

VT 003 733 60
Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.

PAGE

VT 003 735 60
Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

VT 007 073 7
A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

VT 007 363 50
Teaching Aids in Electricity.

VT 008 258 ED 039 314 50
Instructional Units for Industrial Materials, Vol. I.

VT 008 259 ED 039 315 50
Instructional Units for Industrial Materials, Vol. II.

VT 008 419 60
Nursery Assistants. Curriculum Guides in Trade and Industrial Education.

VT 008 420 60
Cosmetology. Curriculum Guides in Trade and Industrial Education.

VT 008 421 61
Dressmaking.

VT 008 422 61
Food Trades. Curriculum Guides in Trade and Industrial Education.

VT 008 499 61
Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

VT 008 501 62
Household Operations. Curriculum Guides in Trade and Industrial Education.

VT 008 503 7
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VT 009 288 51
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VT 009 359 40
Nursing Home and Extended Care Administration.

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Office Education Association Handbook.

DOCUMENT NUMBER INDEX

PAGE

VT 009 607 63
Trade and Industrial Education Notebook for Students in Cooperative Programs.

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Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.

VT 009 884 44
Toward Better Evaluation in Home Economics.

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Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry.

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Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.

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VT 010 015 66
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry.

VT 010 024 66
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry.

PAGE

VT 010 025 66
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry.

VT 010 026 67
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Vocational Industrial Education Service; Radio and Television Repair.

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DOCUMENT NUMBER INDEX

PAGE

VT 010 257 29
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VT 010 363 9
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A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

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Data Processing, A Course of Study.

VT 010 470 33
Introduction to Advertising.

DOCUMENT NUMBER INDEX

PAGE

VT 010 478 Related Guide..Job Employment, Distributive Education. 33

VT 010 480 Source Unit in Animal Breeding. 11

VT 010 484 Source Unit in Feeds and Feeding. 12

VT 010 505 Modern Metalworking Technology. 53

VT 010 527 Tree Identification: Western Pines. 12

VT 010 528 Careers in Animal Industry. 12

VT 010 529 Careers in Government Service. 81

VT 010 530 Careers in Natural Resources Management. 81

VT 010 531 Careers in Ornamental Horticulture. 13

VT 010 532 Careers in Farm Supplies. 13

VT 010 533 Careers in Farm Services. 13

VT 010 534 Careers in Farm Machinery Sales and Service. 13

VT 010 535 Careers in Crops. 14

VT 010 542 Tractor Fuels and Lubricants, Selecting and Storing. 14

VT 010 543 What a Fireman Should Know About Sprinkler Systems. 72

VT 010 544 Fire Department Driver Training Manual of Instruction. 72

VT 010 545 Manual of Salvage Operations. 72

VT 010 546 Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. 73

VT 010 570 Franchise Merchandising. A Suggested Adult Course Outline. 34

PAGE

VT 010 571 California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. 73

VT 010 572 California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. 73

VT 010 582 Small Gasoline Engines; Study Guide and Job Tests. 74

VT 010 583 Building Maintenance, A Study Guide. 74

VT 010 590 Air Conditioning and Refrigeration. 74

VT 010 601 Volkswagen Mechanics, Study Guide and Job Tests. 75

VT 010 611 Business and Office Education: Before and After in Indiana. 22

VT 010 615 Vocational Office Education in Florida High Schools. 22

VT 010 619 Variety Store Merchandising. 34

VT 010 620 Everyday Arithmetic for Printers. 75

VT 010 621 Offset Printing, A Study Guide. 75

VT 010 627 Plumbing, A Study Guide. 76

VT 010 629 Weaving and Design Technology. 76

VT 010 638 Servicing Carburetor Air Cleaners. 76

VT 010 682 Textile Technician, A Study Guide. 77

VT 010 690 Automobile Body and Fender Repair and Refinishing, Job Tests. 77

VT 010 709 Understanding Computers. 81

VT 010 726 Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. 14

VT 010 734 Introduction to Programming PDP-8 Family Computers. 22

DOCUMENT NUMBER INDEX

PAGE

VT 010 742 45
Resources in Home Economics for the Blind Homemaker.

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VT 010 746 15
ASCS and You, A Student Resource Unit.

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Typewriting.

VT 010 776 24
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VT 010 828 ED 039 335 82
Simulation Training in Planning Vocational Education Programs and Facilities.

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VT 010 857 ED 038 532 82
A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

VT 010 874 ED 039 339 45
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Phonics Review for Shorthand. Teacher's Edition.

VT 011 169 26
Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

DOCUMENT NUMBER INDEX

			PAGE
VT 011 175	ED 040 285	Curriculum Guide for Health Occupations.	41
VT 011 179		Home Economics Curriculum Guide for Hawaii.	46
VT 011 216	ED 040 291	Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.	78
VT 011 220		Oral Histology.	42
VT 011 236		Women's Wear, Advanced Patternmaking.	78
VT 011 237		Women's Wear, Elementary Patternmaking.	78
VT 011 294		A Guide to Budgeting for the Family.	46
VT 011 314		Small Electric Appliances; Appliance Sales Training.	35
VT 011 315		Home Entertainment Equipment; Appliance Sales Training.	35
VT 011 316		Selling and Management in Appliance Retailing; Appliance Sales Training.	36
VT 011 317		Dishwashers and Disposers; Appliance Sales Training.	36
VT 011 318		Cooling and Heating Equipment; Appliance Sales Training.	36
VT 011 319		Ranges and Cooking Units; Appliance Sales Training.	37
VT 011 320		Home Laundry Equipment; Appliance Sales Training.	37
VT 011 321		Refrigerators and Freezers; Appliance Sales Training.	37
VT 011 352		Homemaking in the Sixth and Seventh Grades.	46
VT 011 399	ED 040 303	Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".	53
VT 011 510	ED 041 159	Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.	83
VT 011 551	ED 041 177	Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.	83
VT 011 830	ED (SEE JAN '71 RIE)	Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.	83
VT 011 834	ED (SEE JAN '71 RIE)	Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.	84
VT 011 850	ED (SEE JAN '71 RIE)	Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970.	84

CONVERSION OF DOCUMENT NUMBER INDEX

VT NUMBERS CONVERTED TO ED NUMBERS OR MP NUMBERS[2]

VT 008 258	ED 039 314
VT 008 259	ED 039 315
VT 010 290	ED 037 554
VT 010 313	ED 037 555
VT 010 314	ED 037 556
VT 010 315	ED 037 557
VT 010 765	ED 038 527
VT 010 767	ED 037 582
VT 010 828	ED 039 335
VT 010 857	ED 038 532
VT 010 874	ED 039 339
VT 010 968	ED 039 346
VT 011 134	ED 039 363
VT 011 140	ED 039 365
VT 011 175	ED 040 285
VT 011 216	ED 040 291
VT 011 399	ED 040 303
VT 011 510	ED 041 159
VT 011 551	ED 041 177

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[1] This index is cumulated annually beginning with the Fall issue of ARM.

[2] Any document with an MP number is available from EDRS by using the appropriate MP number.

CONVERSION OF DOCUMENT NUMBER INDEX

ED NUMBERS OR MP NUMBERS CONVERTED TO VT NUMBERS

ED 037 554	VT 010 290
ED 037 555	VT 010 313
ED 037 556	VT 010 314
ED 037 557	VT 010 315
ED 037 582	VT 010 767
ED 038 527	VT 010 765
ED 038 532	VT 010 857
ED 039 314	VT 008 258
ED 039 315	VT 008 259
ED 039 335	VT 010 828
ED 039 339	VT 010 874
ED 039 346	VT 010 968
ED 039 363	VT 011 134
ED 039 365	VT 011 140
ED 040 285	VT 011 175
ED 040 291	VT 011 216
ED 040 303	VT 011 399
ED 041 159	VT 011 510
ED 041 177	VT 011 551

SOURCE LIST[1]

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Trade and Industrial Education
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P.O. Box 2847
University, Alabama 35486

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Pouch F
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Salem, Oregon 97310

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State Department of Education
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Brookings, South Dakota 57006

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TENNESSEE

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3	Research and Development Priorities in Technical Education. May 1967, A Report of a National Research Planning Conference in Technical Education, January 10-11, 1967. 34 p.	o	ED 013 888 Mar. '68 RIE
4	Review and Synthesis of Research in Agricultural Education. August 1966. 140 p.	1.50	ED 011 562 Oct. '67 RIE
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11	The Emerging Role of State Education Departments with Specific Implications for Divisions of Vocational-Technical Education. (National Conference on State Dept. Leadership in Vocational Education, February 27-March 2, 1967) 1967. 395 p.	o	ED 016 870 July '68 RIE
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3	Guidelines for State Supervisors of Office Occupations Education. Report of a National Clinic, May 24-27, 1965, Pick-Fort Hayes Hotel, Columbus, Ohio. 1965. 84 p.	o	VT 001 266
4	National Vocational-Technical Education Seminar on the Development and Coordination of Research by State Research Coordinating Units. 1966. 72 p.	o	ED 011 042 Aug. '67 RIE
5	A Report of the Business and Office Education Research Planning Conference. The Proceedings, Synthesis, Recommended Research Projects, and Papers. 1966. 116 p.	o	ED 013 304 Feb. '68 RIE
6	Program Development for Occupational Education: A Report of a National Seminar for Leaders in Home Economics Education, March 28-31, 1966. 1966. 118 p.	o	ED 011 040 Aug. '67 RIE
7	Report of a National Invitational Research Planning Conference on Trade and Industrial Teacher Education, May 23-27, 1966. 1966. 197 p.	2.00	ED 011 043 Aug. '67 RIE
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12	Compilation of Technical Education Instructional Materials -- Supplement I. New and Revised Information Resources. (National Leadership Development Institute in Technical Education, Summer, 1966) April 1967. 203 p.	3.00	ED 012 340 Dec. '67 RIE
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4	Program, Planning, Budgeting Systems for Education. Volume IV: A Research Bibliography. Final Report. March 1970. 117 p.	2.25	ED 038 512 Aug. '70 RIE
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no.	name of publication	cost	ERIC system*
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